

EMPLOYEE PROMOTION LETTER

[Company Name]
[Company Address]
[Date]

Dear **[Employee Name]**,

It is with great pleasure that I inform you of your well-deserved promotion to **[Position Title]**. Your outstanding performance, dedication, and commitment to our organization have not gone unnoticed, and we are delighted to recognize your hard work with this promotion.

Your new role will involve **[Brief Description of New Role and Responsibilities]**. We have no doubt that you will excel in this new position, bringing your expertise and enthusiasm to the role and contributing to the continued success of our organization.

Effective **[Date of Promotion]**, you will receive a salary increase of **[Amount]** in recognition of your new role and increased responsibilities. You will also be eligible for additional benefits, including **[Brief Description of Additional Benefits, if applicable]**.

We understand that this is an exciting but challenging time for you. We want to assure you that we are committed to supporting you in your new role and providing you with the necessary resources to succeed. We have every confidence that you will rise to the challenge and deliver excellent results in your new position.

Please acknowledge your acceptance of this promotion in writing by **[Date]**. If you have any questions or concerns about your new role, please do not hesitate to contact me or **[Name of Manager or HR Contact]**.

Congratulations once again on your well-deserved promotion. We look forward to your continued success and contributions to our organization.

Sincerely,

[Your Name]

[Company Name]
