Sample Promotion Approval Letter

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Promotion Approval

I am delighted to inform you that your hard work, dedication, and outstanding performance have led to your promotion to the position of [New Job Title] within [Department/Division Name] at [Company Name].

Your contributions have not gone unnoticed, and your new role will provide you with additional responsibilities and opportunities for growth. Please review the attached promotion details and respond by [Date] to confirm your acceptance. Should you have any questions or require further clarification, please reach out to our HR department.

Congratulations on this well-deserved promotion. We look forward to seeing you excel in your new role!

Warm regards,

[Your Name]

[Your Title]