

Heartfelt Driver Promotion Letter

Subject: Congratulations on Your Promotion to Senior Driver

Dear [Driver Name],

It brings me immense joy to inform you about your promotion to Senior Driver, effective [Date]. Your dedication, punctuality, and exceptional service over the past [Duration] have truly impressed us all. Your new role includes training junior drivers, maintaining vehicle records, and serving as backup supervisor when needed. With this promotion comes a salary increase to [Amount] and additional responsibilities that I'm confident you'll handle excellently.

Your commitment to safety and professionalism has been exemplary, and this promotion is well-deserved recognition of your hard work. The entire team appreciates your positive attitude and reliability.

Please meet with HR on [Date] to discuss your new contract details.

Warmest congratulations once again!

Best wishes,

[Manager Name]

[Company Name]

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