

Promotion Notification Email

Subject: Congratulations on Your Promotion

Hi [Employee Name],

We are thrilled to inform you that you have been promoted to the position of [New Position] effective [date]. Your hard work and dedication have made this achievement possible.

Please meet with HR to discuss your new responsibilities, benefits, and any training needed for a smooth transition.

Congratulations once again!

Best,

[Your Name]

[Your Position]

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