

Good News Employee Promotion Letter

Subject: Congratulations on Your Well-Deserved Promotion!

Dear [Employee's Name],

It gives me great pleasure to share some wonderful news with you. After careful consideration of your dedication, performance, and leadership skills, we are thrilled to promote you to the position of [New Position Title], effective [Date].

Your contributions have made a significant impact on our team, and this new role is a testament to your hard work and commitment. We are confident that you will excel in your new responsibilities and continue to inspire those around you.

Please join me in celebrating this exciting milestone, and know that the entire leadership team is here to support you in this transition.

Congratulations once again, and thank you for everything you bring to our organization.

Warm regards,

[Your Name]

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