

Internal Promotion Letter

Subject: Promotion Announcement

Dear [Employee Name],

We are delighted to inform you that, in recognition of your exemplary performance and dedication, you are being promoted to the position of [New Position]. Your hard work, leadership, and commitment to guest satisfaction have significantly contributed to the success of our team.

This promotion is effective from [Date], and your new responsibilities will include [list responsibilities]. We look forward to your continued growth and contributions in your new role.

Congratulations on this well-deserved recognition.

Sincerely,

[Manager Name]

[Hotel Name]

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