

Professional Staff Promotion Notification Letter

Subject: Promotion Notification

Dear [Employee Name],

Congratulations! In recognition of your performance and dedication, you are promoted to [New Position] effective [Date]. Your achievements in [specific projects or duties] have set a benchmark for excellence.

Please meet with HR to discuss your new role and responsibilities. We are confident that you will continue to excel in your new position.

Best regards,

[HR Manager Name]

[Hotel Name]

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