## **Performance-Based Promotion Letter**

Subject: Recognition of Your Outstanding Performance

Dear [Employee Name],

In recognition of your exceptional performance in [specific projects/tasks], we are promoting you to

[New Position] effective [Date]. Your commitment and results have set a benchmark for your peers.

We are confident that your skills and leadership will continue to contribute significantly to [Company

Name]'s success.

Best regards,

[Manager Name]

[Position]

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