

Job Promotion Letter To Employee Or Staff From HR Or Manager

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP]

Dear [Employee's Name],

Subject: Promotion to [New Job Title]

I am delighted to inform you that after careful consideration and evaluation of your performance, dedication, and contributions to our organization, you have been selected for a well-deserved promotion to the position of [New Job Title]. This decision is a testament to your hard work, exceptional skills, and commitment to excellence in your current role.

Your promotion will officially take effect from [Effective Date], and you will report directly to [Supervisor/Manager's Name]. In your new position, you will be entrusted with additional responsibilities and challenges that come with a higher level of authority. We are confident that you will excel in this role and continue to contribute significantly to the success of our company.

Your promotion will come with a [salary increase/benefits adjustment] to reflect the increased responsibilities and expectations associated with your new role. Detailed information about your revised compensation package will be communicated to you by our HR department.

As you transition into your new position, we encourage you to avail yourself of any necessary training or resources to enhance your skills further. The company will provide support to ensure your smooth integration into the new role and offer opportunities for professional growth.

Your promotion not only recognizes your individual achievements but also the trust and confidence that the company places in you. We believe that your leadership and dedication will inspire your colleagues and contribute to a positive work environment.

Once again, congratulations on this remarkable achievement! We look forward to witnessing your

continued success and significant contributions in your new role. Should you have any questions or require assistance during this transition period, please do not hesitate to reach out to your new supervisor or the HR department.

Thank you for your hard work and commitment to the success of our company.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]