

Formal Job Promotion Letter From HR

Subject: Congratulations on Your Promotion

Dear [Employee Name],

We are pleased to inform you that, based on your outstanding performance and dedication, you have been promoted to the position of [New Position] effective [Effective Date].

Your contributions to [Department/Team Name] have been exemplary, and we are confident that you will excel in your new role. Your new responsibilities will include [brief overview of responsibilities].

Please accept our congratulations and best wishes for continued success in your career with [Company Name].

Sincerely,

[HR Manager Name]

[HR Department]

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