

Heartfelt Promotion Letter

Subject: A Well-Deserved Promotion

Dear [Employee Name],

It gives me immense pleasure to announce your promotion to [New Position]. Your dedication, creativity, and teamwork have made a significant impact on our organization, and this advancement reflects our appreciation.

We are excited to see how you will continue to grow and inspire your colleagues in this new role.

Congratulations on this well-deserved achievement!

Warm regards,

[Manager Name]

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