

Promotion Announcement Letter

Dear [Employee Name],

It is my great pleasure to announce your promotion to the position of [New Position Title]. Your hard work, dedication, and exceptional performance have not gone unnoticed, and this promotion is a well-deserved recognition of your contributions to our company.

Starting from [Effective Date], you will be assuming your new responsibilities as [New Position Title]. Your new role will involve [Brief description of new responsibilities and duties], and we are confident that you will excel in this position just as you have in your previous roles.

Your new compensation package will include [Brief description of any changes to salary, benefits, or other perks]. Additionally, as part of your new position, you will have access to [Any new resources or opportunities available to you].

Please know that your promotion reflects our trust and confidence in your abilities, and we look forward to seeing you continue to grow and succeed within our organization. Your new role will require you to lead and inspire others, and we are confident that you will do so with the same level of commitment and professionalism that you have demonstrated thus far.

Please feel free to contact me if you have any questions or concerns about your new role. Once again, congratulations on your promotion, and we wish you all the best in your new position.

Sincerely,

[Your Name]

[Your Title]