

Heartfelt Promotion Announcement Letter

Subject: Congratulations on Your Promotion

Dear [Employee Name],

It gives me immense pleasure to announce your promotion to [New Position], effective [Effective Date]. Your dedication, perseverance, and commitment to excellence have been remarkable, and this promotion reflects our appreciation for your outstanding contributions.

We look forward to seeing your continued success and growth in your new role.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

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