

Promotion Letter Template

[Your Company Logo]

[Company Name]

[Company Address]

[City, State, ZIP]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP]

Dear [Employee's Name],

We are pleased to inform you that after careful consideration, you have been selected for a promotion to the position of [New Position Title]. This promotion is a reflection of your hard work, dedication, and outstanding contributions to [Company Name]. Your accomplishments have not gone unnoticed, and we are confident that you will continue to excel in your new role.

Effective from [Effective Date], you will assume the responsibilities of [New Position Title]. Your new role will include [Brief Description of New Role and Responsibilities]. We have no doubt that your expertise and leadership will be invaluable in driving [Company Name] towards greater success.

As part of your promotion, your new compensation package will include a base salary of [New Salary], which will be effective from [Effective Date]. You will also be entitled to [Additional Benefits or Perks, if applicable].

We believe that your skills, experience, and dedication will continue to elevate both your personal growth and the growth of the company. We are excited to have you as an integral part of our team and are confident in your ability to excel in your new role.

Please feel free to reach out to [Supervisor's Name] or [HR Contact Name] if you have any questions or require further information. We look forward to seeing your continued success at [Company Name].

Congratulations once again on this well-deserved promotion!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]