

Professional Promotion Letter Template

Subject: Promotion Notification

Dear [Employee Name],

We are pleased to inform you that in recognition of your excellent performance and dedication, you have been promoted to the position of [New Position] effective from [Effective Date].

Your hard work and contributions have been invaluable to [Company Name]. We are confident that you will continue to excel in your new role and make even greater contributions to our team.

Congratulations on your well-deserved promotion!

Sincerely,

[Manager Name]

[Designation]

[Company Name]

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