

Formal promotion notification for an employee

Subject: Promotion Notification " [New Job Title]

Dear [Employee Name],

We are pleased to inform you that due to your exceptional performance and dedication, you have been promoted to the position of [New Job Title], effective from [Date].

Your contributions have been invaluable, and we are confident you will continue to excel in your new role. Please meet with HR to discuss your updated responsibilities and compensation package.

Congratulations on this well-deserved recognition.

Sincerely,

[Manager Name]

[Company Name]

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