

Formal and serious tone for senior executive

Subject: Executive Promotion Confirmation

Dear [Employee Name],

We are pleased to officially confirm your promotion to [Executive Title], effective [Date]. This advancement reflects your strategic leadership and significant contributions to our organization. HR will contact you regarding the transition process and updated terms. Congratulations on this achievement, and we look forward to your continued impact at the executive level.

Sincerely,

[CEO Name]

[Company Name]

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