

Heartfelt and appreciative tone

Subject: Congratulations on Your Promotion

Dear [Employee Name],

We are thrilled to acknowledge your promotion to [New Job Title], effective [Date]. Your hard work, dedication, and positive influence on the team have not gone unnoticed.

Thank you for your continuous efforts and commitment. We are confident you will thrive in your new role.

Warm regards,

[Manager Name]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/promotion-notification-letter>