

Professional tone tied to performance review

Subject: Promotion Following Annual Performance Review

Dear [Employee Name],

Following your exceptional performance during the annual review period, we are pleased to promote you to [New Job Title], effective [Date]. Your contributions have significantly impacted the team's success.

Please coordinate with HR to discuss your updated responsibilities and compensation.

Congratulations on this achievement.

Sincerely,

[Manager Name]

[Company Name]

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