

Formal letter offering promotion to an employee

Subject: Promotion to [New Position]

Dear [Employee's Name],

It gives me great pleasure to inform you that, based on your excellent performance, dedication, and contributions to the organization, you have been promoted to the position of [New Position] effective from [Date].

Your new responsibilities will include [briefly describe major responsibilities], and you will be reporting directly to [Manager/Supervisor's Name]. With this promotion, your salary will be revised to [new salary amount], along with the benefits and entitlements associated with this role. We are confident that you will continue to excel in this new capacity and contribute significantly to the success of our team and organization.

Congratulations on this well-deserved achievement.

Sincerely,

[Your Name]

[Your Position]

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