

Informal email offering promotion in a friendly tone

Subject: Youâ€™re Moving Up!

Hey [Employeeâ€™s First Name],

Great news! Youâ€™re officially promoted to [New Position]. Weâ€™ve been super impressed with your work, and itâ€™s time to recognize your efforts with this new role.

Starting [Date], youâ€™ll take on your new responsibilities. Of course, that comes with a bump in pay tooâ€”your new salary will be [amount]. Weâ€™re excited to see how you shape this role and bring your own style to it.

Congrats again, you totally deserve this!

Cheers,

[Your Name]

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