

Letter highlighting leadership qualities in promotion offer

Subject: Promotion to Leadership Role

Dear [Employee's Name],

We are pleased to announce your promotion to [New Position], effective [Date]. Your leadership skills, initiative, and dedication have been instrumental in the success of our department, and we are confident that you will continue to inspire and guide your team in this new role.

This promotion includes a revised compensation package of [amount], along with additional benefits that reflect the responsibilities of your new position.

We congratulate you on this important milestone and look forward to your continued success.

Sincerely,

[Your Name]

[Your Position]

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