

Heartfelt letter offering promotion with appreciation

Subject: Promotion with Appreciation

Dear [Employee's Name],

We are delighted to inform you of your promotion to [New Position], effective from [Date]. This promotion is not only a recognition of your outstanding performance but also a token of our appreciation for the loyalty and commitment you have shown to our organization.

Your efforts have contributed significantly to our growth, and we are excited to see how you will continue to add value in your new role. Along with this promotion, your revised compensation package will be [amount].

Thank you for being an integral part of our journey.

Sincerely,

[Your Name]

[Your Position]

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