

Date: [Insert Date]

To:

[Employee Name]
[Employee Position]
[Department]

Dear [Employee Name],

We are pleased to announce your promotion to the position of **[New Position Title]** effective **[Effective Date]**. This promotion is a recognition of your hard work, dedication, and the outstanding contributions you have made to our organization. Your achievements in your current role, especially [mention specific achievement(s) or responsibility], have set an excellent example for your colleagues and greatly benefited our team.

In line with your new responsibilities and expectations, your annual base salary will be increased to **\$[New Salary Amount]**, effective from **[Salary Effective Date]**. All relevant payroll adjustments will be reflected in your next paycheck. Additionally, your benefits and incentive structure, where applicable, will be updated in accordance with your new role.

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We are confident that you will continue to excel and contribute to the company's success in your new role. Should you have any questions regarding your new position or compensation, please feel free to reach out to **[HR Contact/Manager Name]** at **[Contact Information]**.

Thank you for your ongoing commitment and excellence.

Sincerely,

[Your Name]
[Your Position]
[Company Name]