

[Date]

[Employee Name]
[Employee Title/Position]
[Department/Team]
[Company Name]

Dear [Employee Name],

We are pleased to inform you that, in recognition of your outstanding performance and dedicated service, you have been promoted to the position of **[New Job Title]** effective [Effective Date]. This promotion reflects your continued commitment and the valuable contributions you have made to our organization.

With this new role, you will be entrusted with additional responsibilities including **[briefly describe new roles and responsibilities]**. We are confident that your skills, experience, and professionalism will be exemplary in fulfilling these new duties.

In recognition of your promotion and increased responsibilities, your salary will be adjusted accordingly. Your new salary will be **[New Salary Amount]** per [year/month/other], effective as of [Salary Effective Date]. This adjustment is reflected in your updated compensation package and will be detailed in your next payroll statement.

We appreciate your hard work, dedication, and the positive impact you have brought to the team. We look forward to your continued growth and success in your new role.

If you have any questions regarding your new position or compensation, please do not hesitate to reach out to [HR contact or supervisor].

Congratulations on your well-deserved promotion, and thank you for your continued commitment to [Company Name].

Sincerely,
[Your Name]
[Your Title/Position]
[Company Name]