

Date: [Insert Date]

To:

[Employee Name]
[Employee Position]
[Department]
[Company Name]

Dear [Employee Name],

We are pleased to inform you of your promotion to the position of **[New Position Title]**, effective [Promotion Effective Date]. This decision is a direct result of your outstanding leadership, exceptional performance, and unwavering commitment to the success of [Company Name].

Throughout your tenure as [Current Position Title], you have continually demonstrated exemplary leadership by effectively guiding your team through complex challenges and implementing innovative project solutions. Your ability to set clear goals, inspire your colleagues, and foster an environment of collaboration and mutual respect has significantly contributed to our organizational growth.

Notably, your successes in driving key projects to successful completion and consistently exceeding performance objectives have set a high standard for professionalism and dedication within the company. Your strong communication skills, strategic vision, and focus on continuous improvement have also played a vital role in achieving critical business outcomes.

We are confident that you will bring the same level of excellence, initiative, and integrity to your new role. Your dedication to fostering innovation and empowering those around you makes you ideally suited to take on the additional responsibilities and challenges that come with this promotion.

Please accept our congratulations on this well-deserved advancement. We look forward to your continued contributions and leadership as [New Position Title].

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