

EMPLOYEE PROMOTION LETTER

TEMPLATE LINKS

EMPLOYEE PROMOTION LETTER

[Date]

Dear [Employee's Name],

Subject: Promotion Letter

I am pleased to inform you that, after a careful review of your outstanding performance, we are delighted to offer you a promotion to the position of [New Position Title], effective [Effective Date].

Your consistent hard work, commitment, and exceptional performance have not only contributed significantly to your own professional growth but have also made a substantial impact on our team and organization. Your new responsibilities will include [Briefly describe key responsibilities]. This role presents an excellent opportunity for you to further showcase your skills and expertise, and we believe you are well-equipped to excel in it.

In recognition of your promotion, your compensation package will include a salary increase to [New Salary], as well as [mention any additional benefits, bonuses, or incentives, if applicable]. Please schedule a meeting with [HR Manager's Name] to discuss the details and address any questions you may have.

This promotion reflects our confidence in your abilities and dedication. We look forward to witnessing your continued success with [Company Name] and are excited about the positive contributions we anticipate from you in your new role.

If you have any questions, need further clarification, or wish to discuss your career development, please do not hesitate to contact [HR Manager's Name] or me.

Congratulations once again on this well-deserved promotion! We eagerly anticipate the great achievements you will bring to our organization in your new capacity.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]

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