[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

To

[Recipient Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I hope you had a great weekend.

With great pleasure, I announce your promotion to the post of senior manager. Analyzing your performance over the years, the board members have decided to grant you a promotion. As the new job comes with many new responsibilities, we wish you the best of luck. We believe that you will be able to administer everything within no time. Your detailed duties will be enlisted to you in a few days; meanwhile, you can shift to your new office and enjoy working from there.

Sincerely,

[Your Name]

[Title]

cc: [Manager’s Name]