[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.

Congratulations! You have been promoted to the post of sales executive. This is the result of your utmost hard work and dedication which has forced the board members to take the decision in your favor. The new job will come up with new challenges and tasks which will help you grow more as an individual by exploring things.

You will have to meet Mr. Joe who will give you a detailed description of your new job. Still, if you find any issues with the job, you can talk to us.

Sincerely,

[Your Name]

[Title]

cc: [Manager’s Name]