|  |
| --- |
| [Company Name]  [Street Address, City, ST ZIP Code]  [Phone]  [Email]  [Website] |

Date

Recipient Name

[Designation]

Dear [Recipient],

It is our pleasure to inform you that you have been promoted to the designation of (job title). It is the result of your hard work and contributions to the success of the organization. Along with this well-deserved promotion, you will also receive a salary raise with effect from the 1st of March. You will be intimated about the details soon.

The company expects you to continue with your efforts for the organization with enhanced dedication after your promotion. All the best for your new job role.

Warm regards,

Name Here

Your Title