

PROMOTION LETTER

[Company Letterhead]

[Company Name]

[Company Address]

[Phone] | [Email]

Date: _____

To,

Mr./Ms. [Employee Name]

[Current Designation]

[Department]

Subject: Promotion to [New Designation]

Dear [Employee Name],

We are pleased to inform you that, in recognition of your consistent performance, dedication, and valuable contributions, the management has decided to promote you to the position of [New Designation] with effect from [Effective Date] .

Your new compensation package will be revised accordingly and will be communicated to you separately by the HR department. You will now report to [Supervisor/Manager Name], and your updated job responsibilities will be shared with you in due course.

We trust that you will continue to deliver exceptional results and contribute positively in your new role.

Congratulations on your well-deserved promotion!

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Seal & Signature]