

Company Name

Company Address Line 1

Company Address Line 2

Date: February 22, 2026

To,

hr-002

Subject: Promotion to Tech Lead

Dear Employee,

We are pleased to inform you that, in recognition of your outstanding performance and dedication, you have been promoted from Senior Developer to Tech Lead. This promotion will be effective from 2026-03-01 00:00:00.

Your new responsibilities will include greater leadership and strategic involvement in your department. We are confident that you will excel in your new role and continue to contribute significantly to the success of our organization.

Please accept our heartfelt congratulations on this achievement.

Approved By: N/A

Remarks:

Best Regards,

HR Department

Company Name