

4304 Liberty Avenue 92680 Tustin, CA VAT no.: 12345678 Date : 09/10/2023
Susan Lewis 4304 Liberty Avenue 92680 Tustin, CA VAT no.: 12345678 Dear
Nancy Walker, We are pleased to inform you that, effective from [Effective Date],
you have been promoted to the position of [New Position]. This promotion is
in recognition of your outstanding performance, dedication, and contribution to
[Department Name] and TechFusion Corp..

Your new salary will be [New Salary], effective from [Effective Date]. You will
also be entitled to [Additional Benefits, if any]. [Additional Information or
Details]

Congratulations on your well-deserved promotion. We look forward to your
continued dedication and exceptional work.

Warm regards,

Susan Lewis [Signatory Position]