[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

I am thrilled to announce your well-deserved promotion to the position of [New Position]. Your consistent dedication and exceptional performance have led to this significant career milestone.

Effective [Effective Date], your new salary will reflect this promotion. Your new salary will be [New Salary]. This increase is in recognition of your expanded responsibilities and the value you bring to [Company Name].

We are confident that you will excel in your new role and continue to contribute to our organization's success. If you have any questions or need further information regarding your promotion and increment, please reach out to [HR Manager's Name] in the HR department.

Congratulations once again on your promotion and salary increment.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]