

Promotion letter

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<EMPLOYEE NAME>  
<EMPLOYEE ADDRESS>

<DATE>

**Subject: Promotion**

Dear <EMPLOYEE NAME>,

I am writing you to confirm your promotion and the subsequent changes to your terms and conditions with <COMPANY NAME> effective from <DATE>.

- New title:
- New line manager:
- New salary:
- New level:
- New department:
- New bonus:
- New car allowance:

Please do not hesitate to contact us if you have any questions.

Yours sincerely,

<HR NAME  
HR TITLE>

<MANAGER NAME  
MANAGER TITLE>

<EMPLOYEE NAME>