

Promotion Letter

A job promotion letter is a type of formal correspondence that is used to offer an employee a promotion, elevating their new role within a company. The promotion letter is one of the most important letters in the life of an employee.

An employee promotion letter is written for an employee who will be getting a job promotion in the near future. A promotion letter is a letter that is sent within a company that promotes employees to a higher position.

PROMOTION LETTER
FORMAT

Date (on which the letter was written)
Name (Employee's Name)
Company
Employee ID
Subject
Dear (Employee's Name)
Congratulations!

[BODY]

Sincerely,
[Signature of authorized person]
[Name of the authorized person]
[Designation of authorized person]

The promotion announcement letter must be formally written to inform an employee of his promotion. The letter should congratulate the employee and share important details about the promotion. The main purpose of this type of letter is to offer a higher position to the employee and to inform him about responsibilities.

Tips for Writing Promotion Letter

- Letter should address the proper person.
- When referring to the reasons for the promotion, focus on job performance.
- The letter should be concisely written and should be appreciative of its content.
- The letter should address the new responsibilities and benefits that come with the position.
- The letter should be in a professional language.

Resignation Letter

When an executive or employee likes to move from one company to another, they must inform the current employer in writing. Such a written message with the employee's resignation information from the company is known as the "resignation letter." An employee can leave the company for different types of reasons, but in a resignation letter you should use a tone that helps you maintain a good relationship with the current employer. Few reasons for employee's resignation are-

- Employees feel underrated
- Lack of proper compensation
- Changes in management
- Unrealistic goals
- Outdated machinery and equipments

- Lack of management support
- Lack of happy and positive environment

What to include in a Resignation Letter

A resignation letter should include the following:

- A statement of intent that you will quit your job
- The name of your official staff position
- The date of your last day at work
- Thank you to your employer for hiring you
- An offer to train your replacement
- The highlight of your time there
- Well wishes for the future of the company
- Your contact info

RESIGNATION LETTER

FORMAT

Your Name

Your Address

Your Phone no.

Your email id

Date

Employer's Name

Employer's Title

Employer's Company Name

Dear (Employer's Name)

[CONTENT]

Sincerely,

[Image of Signature]

[Your Name]