## **Sample Promotion Letter**

**[Company Letterhead]**

**Date: [Date]**

**[Employee Name] [Employee Address]**

Dear [Employee Name],

Congratulations! We are thrilled to inform you of your well-deserved promotion to [New Job Title] in the [Department Name] department, effective [Start Date].

Your outstanding performance, dedication, and commitment to [Company Name] have not gone unnoticed. We've been consistently impressed with your [Mention 1-2 specific achievements or skills] and your ability to [Positive quality or skill related to work]. This promotion recognizes your valuable contributions and reflects the confidence we have in your ability to take on greater responsibility.

In your new role as [New Job Title], you will be responsible for:

* [List 2-3 key responsibilities of the new role]

**Additional details:**

* Your new salary will be [Salary] per [Pay Period (e.g., year, month)].
* You will now report to [New Supervisor Name], [New Supervisor Title].
* We will provide further details about your new role and responsibilities during your onboarding process for the new position.

We are confident that you will excel in this new challenge and continue to be a valuable asset to our team. Congratulations once again, and best wishes for continued success in your new role!

**Sincerely,**

**[Your Name] [Your Title]**