

[Date]

[Employee Name]  
[Current Job Title]  
[Department]

Subject: Promotion in Recognition of Seniority and Service

Dear [Employee Name],

It is with great pleasure that we inform you of your promotion to the position of [New Job Title], effective [Effective Date].

This promotion is a formal recognition of your long-standing dedication, loyalty, and the extensive experience you have gained during your [Number] years with [Company Name]. Your commitment to the organization and your consistent performance have been vital to our collective success.

With this new rank, your annual salary will be adjusted to [New Salary Amount], and you will be eligible for [mention any new benefits or bonuses, if applicable].

We thank you for your continued service and look forward to your future contributions in this senior capacity.

Congratulations on this well-deserved advancement.

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]