

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Promotion and Five-Year Service Anniversary

Dear [Employee Name],

Congratulations on reaching your five-year anniversary with [Company Name]. We are incredibly grateful for your dedication, hard work, and the positive impact you have made on our team since joining us on [Original Hire Date].

In recognition of your exceptional performance and commitment to the company over the past five years, we are pleased to inform you that you are being promoted to the position of [New Job Title], effective [Effective Date].

With this promotion, your new compensation details are as follows:

- **New Salary/Wage:** [Amount]
- **Reporting Manager:** [Manager Name]
- **New Responsibilities:** [Brief description of new duties]

All other terms and conditions of your employment will remain in accordance with company policy. We are confident that you will continue to excel in this new role and contribute to the ongoing success of [Company Name].

Thank you for five years of excellence. We look forward to many more successful years together.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]