

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

On behalf of [Company Name], I would like to congratulate you on reaching your [Number] year anniversary with the company. We are sincerely grateful for your dedication, hard work, and the significant contributions you have made during your tenure.

In recognition of your long-term commitment and your evolving responsibilities within the organization, we are pleased to inform you that you are being promoted to the new title of **[New Job Title]**, effective **[Effective Date]**.

This title upgrade reflects our confidence in your leadership and expertise. Your new compensation details and updated job description are attached for your review.

Thank you for being an integral part of our success. We look forward to your continued growth with us.

Best regards,

[Your Name]

[Your Title]

[Company Name]