

[Date]

[Employee Name]

[Employee Title]

[Department]

Dear [Employee Name],

It is with great pleasure that we congratulate you on reaching your [Number of Years, e.g., 10th] anniversary with [Company Name]. In recognition of your dedicated service, exceptional performance, and long-term commitment to our mission, we are proud to announce your promotion to **[New Job Title]**, effective [Effective Date].

This milestone reflects not only your tenure but the significant impact you have made within the [Department Name] department. Your expertise and leadership have been vital to our growth, and this promotion signifies our confidence in your continued success as a senior member of our team.

In your new role, your responsibilities will include:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

Your new compensation package will be [Salary Amount/Details], along with [Any additional benefits or bonuses].

Thank you for [Number] years of excellence. We look forward to your continued contributions in this new capacity.

Sincerely,

[Signature]

[Manager Name]

[Manager Title]