

[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Current Job Title]

Subject: Notification of Automatic Promotion

Dear [Employee Name],

Congratulations. We are pleased to inform you that you have been promoted to the position of [New Job Title], effective [Effective Date].

This promotion is granted automatically in recognition of your continuous service with [Company Name] for a period of [Number] years. Your dedication and ongoing contributions during this time are greatly appreciated.

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

- New Salary/Rate: [Amount]
- Pay Grade/Level: [New Level]
- Benefits Changes (if any): [Details]

All other terms and conditions of your employment contract remain in effect. Your reporting manager will meet with you soon to discuss any updates to your responsibilities and performance goals.

Thank you for your continued loyalty and hard work. We look forward to your ongoing success within the company.

Sincerely,

[Name of Manager/HR Representative]
[Title]
[Company Name]