

Subject: Promotion to [New Job Title]

Dear [Employee Name],

I am pleased to formally notify you of your promotion to the position of [New Job Title], effective [Date].

This promotion is in recognition of your hard work and the increased level of responsibility you have successfully managed over the past [Time Period]. In this new role, your expanded responsibilities will include:

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

As part of this promotion, your annual salary will be increased to [Amount], and you will now report to [Manager Name].

We appreciate your dedication to [Company Name] and look forward to your continued contributions in this expanded capacity.

Congratulations on this well-deserved advancement.

Best regards,

[Your Name]
[Your Title]
[Company Name]