

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

It is with great pleasure that we announce your promotion to the position of [New Job Title], effective [Effective Date].

This promotion is in recognition of your dedicated service and the significant seniority you have attained during your [Number] years with [Company Name]. Your commitment to our organization and your consistent performance have been invaluable to our collective success.

With this new role, your compensation will be adjusted to [New Salary/Hourly Rate] per [Year/Hour]. Your primary responsibilities will now include [Briefly Mention Key New Duties or "the duties outlined in the attached job description"].

We want to thank you for your continued loyalty and for the expertise you bring to the team. We look forward to your ongoing contributions in this new capacity.

Congratulations on this well-deserved advancement.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]