

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date of Issuance]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Promotion

Dear [Employee Name],

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

This promotion is a recognition of your hard work, dedication, and contributions to [Company Name]. In your new role, your salary will be adjusted to [New Salary Amount] per year, and you will report to [Supervisor Name].

Please find the updated job description and contract terms attached. We look forward to your continued success in this new capacity.

Congratulations on this well-deserved advancement.

Sincerely,

[Sender Name]

[Title]

[Company Name]