

Subject: Promotion Approval - [Employee Name]

Dear [Manager Name],

I am pleased to inform you that the promotion for **[Employee Name]** to the position of **[New Job Title]** within the **[Department Name]** department has been officially approved.

The details of the promotion are as follows:

- **New Title:** [New Job Title]
- **Effective Date:** [Date]
- **New Salary/Grade:** [Amount/Level]
- **Reporting To:** [Supervisor Name]

This promotion is a recognition of [Employee Name]'s hard work, dedication, and significant contributions to the team. We are confident that they will continue to excel in this new capacity.

Please coordinate with the HR department to finalize any necessary paperwork and to facilitate the transition process.

Congratulations to the team on this well-deserved advancement.

Best regards,

[Your Name]

[Your Title]

[Company Name]