

JOB PROMOTION LETTER

,

RE: Promotion to

Dear ,

It gives me great pleasure to inform you that based on your outstanding performance, dedication, and contributions to our team, you have been selected for a promotion to , effective .

Over the that you have been with , you have consistently demonstrated exceptional skills, professionalism, and a strong work ethic. Your commitment to achieving results and your ability to collaborate effectively with colleagues have not gone unnoticed.

In your new role as , you will have the opportunity to .

We believe that your leadership qualities, innovative thinking, and ability to inspire others will greatly benefit as we continue to strive for excellence.

Your promotion is a testament to your hard work and dedication. We have full confidence that you will excel in your new role and are excited to see the positive impact you will undoubtedly make.

Please let me know if you have any questions or if there is anything I can do to assist you during the transition period. We will work together to ensure a smooth handover of responsibilities and provide any necessary support as you settle into your new position.

Once again, congratulations on your well-deserved promotion. We look forward to your future achievements and your continued success with .

Sincerely,