

PROMOTION ANNOUNCEMENT LETTER

Date: _____

To: _____

From: _____

Subject: Promotion Announcement

Dear _____,

We are pleased to announce the promotion of _____ to the position of _____, effective _____.

We appreciate the dedication and contributions made thus far, and we are confident in continued success and growth in this new role.

Please join us in congratulating _____ on this well-deserved promotion.

Name & Title