

Promotion Letter to Employee

ACME GLOBAL Company

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Subject: Job Promotion

Date:

Dear _____,

Congratulations!

Due to your continuous efforts and recent successes, we would like to inform you about your promotion to _____ effective _____.

From the effective date on, you will be reporting to _____, Director of _____.

In case you have any questions regarding the position, please feel free to contact _____ via e-mail at _____ or by phone at _____.

The annual salary for the role is set to be _____ which will be paid out on a _____ basis.

Please find attached the updated contract with new employment terms and benefits package and return the signed copies back to us after carefully reviewing it.

Congratulations again for your new position and please feel free to contact me if you have any questions regarding your updated contract via e-mail at _____ or by phone at _____.

Yours sincerely,

For the Company: Company signer, Signer title, Signer detail

For the Employee: Name of the Employee

Name:

Name:

Date:

Date: