[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: PROMOTION NOTICE**

Dear [CONTACT NAME],

It is with great pleasure that we notify you that you have been promoted to the challenging and demanding position of [POSITION].

This promotion is in acknowledgement of the exceptional work that you have done for our company over the last [NUMBER OF YEARS] years. We are extremely confident that you will meet all the new responsibilities that are attached to this position with the same level of dedication and great work ethic that you have shown in your previous position within the company.

You will be issued with an addendum to your Employment Contract that will reflect all the necessary changes.

Please accept our congratulations on your promotion.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]