[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: ANNOUNCEMENT OF PROMOTION**

Dear [CONTACT NAME],

It gives us great pleasure to publicise the elevation of [NAME] to the role of [POSITION] in the [DEPARTMENT]. [NAME] joined our company [NUMBER] years ago as a [FIRST POSITION]. [HE/SHE] has also held the roles of [LIST].

In this new role, [NAME] will be in charge of [DESCRIBE]. [HE/SHE] will be responsible for [RESPONSIBILITIES].

Please join us in congratulating [HIM/HER] and in wishing [HIM/HER] continued success at our company.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]