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Promotion letter templates

Formal sample promotion letter

Subject: Congratulations on your promotion to [Job title]

Body:

Dear [Employee Name],

Congratulations on your promotion to [job title]. Your new position at the [department title/office location if applicable] will be effective [month, day, year].

You will report to [Manager Name], Director of [department name]. [He/She] looks forward to working with you and can be reached via email at [email address] or by phone at [phone number] if you have any questions.

As discussed, the annual salary for the position will be [salary amount] paid [pay intervals, such as biweekly]. We have attached your updated contract with new employment terms, including your benefits package. Please review and send us back a signed copy of all documents.

Again, congratulations on the new position. We look forward to your continued success at [Company Name].

Yours sincerely,

[Your Full Name and Signature]



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Casual sample promotion letter

Subject: Congratulations on your promotion to [Job title]!

Body:

Dear [Employee Name],

I am very pleased to inform you that management has decided to promote you to the position of [job title], effective [month, day, year], with an annual salary of [salary amount]. You will be under the supervision of [Manager Name], [department name].

After monitoring and evaluating your performance for the past [X amount of months or years] as [previous job title], we at [Company Name] appreciate your hard work and commitment and are thrilled to reward you for your efforts. It was unanimously decided to entrust you with higher responsibilities based on your effectiveness and efficiency in the performance of your work.

We have attached your updated contract with new employment terms for your review. Please feel free to contact me by email at [email address] or by phone at [phone number] if you have any questions at all.

We very much appreciate your hard work and commitment to the [Company Name] team for the past [X amount of months or years], and we're all looking forward to seeing you achieve great things in your new role. Congratulations!

Kind regards/All the best,

[Your Full Name and Signature]

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