From,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Subject: Promotion Letter from Employer

Dear Mr./Mrs./Ms.\_\_\_\_\_\_\_\_\_\_(write name of the employee here)

Congratulations!

We are very pleased to inform you that you are being promoted to the post of \_\_\_\_\_ (Designation) with effect from \_\_\_\_\_\_(The required date).

You will be reporting to \_\_\_\_\_\_ (name of reporting manager). If you accept this new position, you will receive the salary of \_\_\_\_\_\_\_\_per annum, plus other benefits from the company. Your monthly salary will be effective from the above-said date.

We thank you for your sustained performance and commitment to the organization over the years, and we believe, you truly deserve this promotion. The hard work and skills you have shown over the years are remarkable.

We are confident you will take up this new responsibility with great enthusiasm and will keep contributing effectively and efficiently towards the objectives of the organization.

It would be great if we can schedule a meeting this week itself to discuss and finalize things.

Best Wishes!

Warm Regards,

————- (Name of the Employer)

————- (Designation of the Employer)