

[COMPANY NAME]

[Street address, City, Country] • [Phone] • [email@company.com] • [www.company.com]

Ref: [HR/PRM/2026/001]

Date: [DD Month YYYY]

[Employee Name]

[Current Designation], [Department]

[Employee ID: EMP-000]

Subject: Promotion to [New Designation]

Dear [Employee Name],

Congratulations! We are delighted to inform you that you have been promoted from [Current Designation] to [New Designation] in the [Department] department, with effect from [Effective Date].

This promotion recognises [specific achievements, e.g. leading the launch of the new branch and growing your team's sales by 30%]. We are confident you will bring the same commitment to your new role.

In your new position you will report to [Manager Name, Designation] and be responsible for [main new responsibilities]. Your gross monthly salary will increase to [amount and currency], and you will be entitled to [new benefits, if any].

All other terms and conditions of your employment remain unchanged. Please sign and return a copy of this letter to HR to confirm your acceptance.

Once again, congratulations, and best wishes for continued success.

Yours sincerely,

[Name]

[Designation, e.g. Head of HR]

[Company Name]