

<<<<Date>>>>>

<<<<<**Receivers Name**>>>>>

<<<<<Receivers Address>>>>>

Dear <<Receivers Name>> ,

Promotion Letter

We are pleased to inform you that the company has decided to promote you to the position of <<<<**Promoted Designation**>>> in <<<Company Name>>>, with effect from <<<Effective Date>>>.

We believe that this decision will serve you to work as a member of staff of <<<Company Name>>>, for the development of this company.

We take this opportunity to recognize and appreciate your contribution to <<<Company Name>>> and look forward to a long and mutually beneficial career with us.

Wishing you good luck!

Yours Sincerely,

<<<<<Name of the HR Manager>>>>>

HR Manager