**[Name of the employer]**

[Position of the employer]

[Company name]

[Company address]

Date:

**[Name of the promoted employee]**

[New position of the employee]

[Company name]

[Company address]

**Subject: Promotion Congratulation letter from [employer].**

**Dear [Employee's Name],**

We are delighted to inform you that you have been promoted to **[New Position]** inside **[Your Company Name].** Your prior position's hard work, devotion, and outstanding performance were noticed, and we are pleased to see the excellent effect you will have in your new capacity.

Your ability to operate well under pressure and extraordinary leadership abilities have aided your advancement. Your attention to detail and devotion to quality has contributed to the company's success, and we are thankful for your efforts.

As **[New Position],** you will be entitled to a new annual compensation of **[New Salary]** beginning on **[Effective Date].** You will be eligible for extra perks and facilities in addition to your income, such as **[List of Additional Benefits or Perks].**

You will report to **[Supervisor's Name]** in your new position and play an essential role in the **[Department/Team]** team. **[New Position Responsibilities]** will be among your duties. We are confident in your abilities in your new job and eagerly await your contributions.

We wish you all the best as you embark on your new adventure and hope for great success at **[Your Company Name].**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Your Company Name]**