Dear [Employee’s name]

Congratulations on your promotion to the [Position name] position in the [Department] at [Company name]. This promotion will be effective starting from [Date] and you will be reporting to [Direct Manager name], [Position name]. Your basic monthly salary will be raised from [Previous salary] to [New salary].

On behalf of the company, we would like to thank you for your efforts and hard work. Congratulations on receiving this well-deserved promotion.

If you have any additional questions, please contact the Human Resources department.

Sincerely,

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| --- |
| [HR name] |
| [HR signature] |