*[Date]*

*Dear [Recipient Name]*

*Congratulations on your promotion to the [Position Name] position in the [Department] at [Company Name]. This promotion will be effective starting from [DD/MM/YYY] 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,*

|  |  |  |
| --- | --- | --- |
| *[HR Name]* | *[Direct Manager Name]* | *[Employee Name]* |
| *[HR Signature]* | *[Direct Manager Signature]* | *[Employee Signature]* |