

2 Promotion Letter

[Date]

To,

Subject - Congratulations on your promotion!

Hello, _____,

It is with immense pleasure and pride that we offer you a promotion from the role of _____ to the role of _____.

We appreciate your efforts and hard work for the company. Your recent work on _____ and your ability to handle _____ has proven that you'll be extremely capable of fitting into this role.

Your annual cost to the company will be increased to _____ and you will be reporting to _____.

We will set up a review meeting in _____ months of time to review your work in the new position. If we reach a positive conclusion in that meeting you will then be promoted permanently.

Please let us know about your acceptance by or before the _____ by signing the enclosed document to start the documentation process. If you have any question or require more information regarding this, you can contact _____.

We hope to see you in your new role soon.

Warm regards,
