



**Subject:** Job Promotion

**Date:**

Dear \_\_\_\_\_,

Congratulations!

Due to your continuous efforts and recent successes, we would like to inform you about your promotion to \_\_\_\_\_ effective \_\_\_\_\_.

From the effective date on, you will be reporting to \_\_\_\_\_, Director of \_\_\_\_\_. In case you have any questions regarding the position, please feel free to contact \_\_\_\_\_ via e-mail at \_\_\_\_\_ or by phone at \_\_\_\_\_.

The annual salary for the role is set to be \_\_\_\_\_ which will be paid out on a \_\_\_\_\_ basis. Please find attached the updated contract with new employment terms and benefits package and return the signed copies back to us after carefully reviewing it.

Congratulations again for your new position and please feel free to contact me if you have any questions regarding your updated contract via e-mail at \_\_\_\_\_ or by phone at \_\_\_\_\_.

Yours sincerely,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of the Employee

\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_



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