Job Promotion Letter Example

*Dear Margaret,*

*Congratulations on your promotion to the position of Assistant Director, Marketing Communications effective January 1, 20XX.*

*The annual salary for this position will be $42,000 paid on a weekly basis.*

*You will report to Jane Dolan, Director, Marketing Communications. She is looking forward to working with you as you transition into your new role at our company.*

*Again, congratulations on the new position. Please let me know if you have any questions regarding your compensation and benefits package.*

*Sincerely,* *Signature*(hard copy letter)  
*Megan Jones*  
*Director, Human Resources*

*cc: Jane Dolan*