**Job Promotion Information Letter**

*From: The Managing Director*

*Letter Reference No. and Date*

*To: Ms. Jane Doe*

*Senior Accounts Manager*

*Dear Ms. Jane Doe:*

*It gratifies me to inform you that the management has decided to promote you to the position of Assistant Director of Marketing and Communications Division, effective January 1, 20XX, with an annual salary of $50,000. You will be under the supervision of John Smith, Director of Marketing and Communications Division.*

*Monitoring and evaluation of your performance for the past two years as Senior Accounts Manager revealed a level of persistence, dedication and impressive work ethics that greatly contributed to the company’s objectives. Thus, we thought your efforts should be rewarded. It was a unanimous decision to entrust you with higher responsibilities based on your effectiveness and efficiency in the performance of your work.*

*We shall continue to expect consistency and great results from you in your new role. We hope that you will set an example for the other employees of the organization.*

*We wish you luck for your future performance, and congratulations!*

*Yours faithfully,*

*Thi Rex*

*Managing Director*

*Company Name*