To: name@email.com

From: name@email.com

Subject: Promotion Letter from Employer.

Dear Mr./Mrs./Ms.\_\_\_\_\_\_\_\_\_\_\_,

It is being announced with immense enthral pleasure that you have been promoted from General Manager to the position of Printing Manager and Dispatching with effect from \_\_\_\_\_\_\_\_\_\_\_.

If you accept this new position, you will receive the salary of \_\_\_\_\_\_\_\_\_\_\_per annum, plus other benefits from the company. Your monthly salary will be effective from the above-said date.

Your hard work has proved your skills, honesty, and commitment to this organization. Other employees are also getting motivated by your example of punctuality, and pleasant behaviour with the complete staff.

It would be great if we can schedule a meeting this week itself to discuss and finalize all the important things.

Warm and Best Wishes!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name and Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Designation)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Company Name)