**Sample Cover Letter for Promotion**

Manager HR & Admin

………….. (Name of Company)

To:

Mr. /Ms ……………………..

…………………. (Designation)

Dear Mr. /Ms …………………..

It is requested you to receive enclosed letter no—————— Dated———– from managing director with the reference of your announced promotion to the designation of senior manager. However, you need not to curb your inner from saying anything in the regard of management decisions.

Kindly feel free to clear your all concerned doubts on short notice. In case, some problems come in respect to decision taken then try it to cover as soon as possible.

Please acknowledge receipts of this letter

Yours sincerely,

For ……………. (Name of Company)

………………………. (Signature)

………………………. (Name)

Manager HR & Admin

Enclosure:

Lr No ………… dated………. from the MD.

Place: …………  Date ………….