To: name@email.com  
From: name@email.com  
SUBJECT: Promotion Letter.

Dear Mr. /Ms………………….(name of the receiver),

It gratifies me to enlighten you that the management of the company has decided to promote you to the position of Senior Manager Marketing with effect from ………….. in the pay scale of Rs. ……………

The company has vigilantly monitored and evaluated your performance during the past two years as Marketing Manager. And it was analyzed that your persistent efforts and self-driven qualities should be rewarded. Now, it has been decided that you can be entrusted with higher responsibilities based on your effectiveness and efficiency at the workplace.

We expect consistency and high motivational level in your work behaviour and hope that you would set an example for the rest of the employees of the organization. We wish you good luck for your future performance. Congratulations and keep the spirit up

Regards,

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