**LETTER TEMPLATE  
EMPLOYEE PROMOTION LETTER**

Dear **[Employee Name]**,

Congratulations! Due to your continued efforts and recent successes, effective **[Date]**, you have been promoted to **[New Position]** in **[Position Department]**.

The annual salary for the **[New Position]** will be **[salary here]**, which will be paid out on a **[weekly/bi-weekly]** basis.

As you settle into your new role as **[New Position]** within the **[Position Department]**, please refer any questions to your new supervisor, **[Supervisor Name]**. **[He/She]** can be reached via email at **[email address]** or by phone at **[phone number]**.

Enjoy this time of transition, and once again, congratulations on your new role here at **[Company** **Name]**.

Sincerely,

**[Sender Name]**