**EMPLOYEE PROMOTION LETTER**

Dear Margaret,

Congratulations on your promotion to the position of Assistant Director, Marketing Communications, effective July 1, 20XX. The annual salary for this position will be $42,000 paid on a weekly basis.

You will report to Jane Dolan, Director, Marketing Communications. She is looking forward to working with you as you transition into your new role at our company.

Again, congratulations on the new position. Please let me know if you have any questions regarding your compensation and benefits package.

Sincerely,

Signature

Megan Jones  
Director, Human Resources