**LETTER TEMPLATE  
EMPLOYEE PROMOTION LETTER**

**[Date]**

**[First and last name of employee]**

**[Company name]**

**[City and state where the company is located]**

**Subject line:** Job Promotion

Dear Mr./Mrs./Ms. employee first and last name,

Opening paragraph congratulating the employee on the promotion. Be sure to include the new job title name and an effective date in this paragraph.

Body Include all relevant details of the promotion.

Closing paragraph congratulating the employee once more and requests them to inform you of their acceptance of the promotion.

Sincerely,

Your first and last name

Your job title