**EMPLOYEE PROMOTION LETTER**

October 5, 20XX

Jennifer Smith

ABS Marketing Firm

Tampa, Florida

Subject line: Job Promotion Notification

Dear Mrs. Smith,

Congratulations on your promotion to marketing director in the marketing department at ABS Marketing firm effective November 1, 20XX.

Your new annual base salary in this position will be $75,000, and you will receive payment on a bi-weekly basis. You will report directly to Adam Aimes in the marketing department. Adam is excited to welcome you onboard and is looking forward to working with you on a more regular basis.

Again, congratulations on your promotion to this position. If you accept this promotion, please respond to this email promptly informing me of your official acceptance so we can begin the necessary paperwork.

Sincerely,

Hugh Huffman

Human Resources Manager