**LETTER TEMPLATE   
EMPLOYEE PROMOTION LETTER**

**[Date]**

To: **[Name]**

**[New title]**

**[Address]**

Subject: Promotion for **[Name of employee]**

Dear **[Name],**

Congratulations on your promotion to **[New title]** at **[Company name]**! Your promotion is effective **[date at which promotion takes effect]**. Your new salary will be **[salary]** per year, paid **[pay schedule, e.g., semimonthly, monthly, etc.]**. You will report to **[Name of new manager and their title]** and maintain your 9 a.m. to 5 p.m. weekday work schedule. **[Name of new manager]** is looking forward to working closely with you.

Your responsibilities will be to **[Detail the employee’s new responsibilities]**. Our employee handbook has additional details on what the **[new title]** role entails.

Again, congratulations on your promotion. The company and I are very grateful for all of the work you have done to date – and the work you’ll do in your new role.   
  
If you accept this promotion, please reply to this email and acknowledge your acceptance of the promotion.

Sincerest thanks,

**[Your name]**

**[Your title]**