**EMPLOYEE PROMOTION LETTER**

Date

Jane Doe

Senior Accounts Manager

Company Name

City, State, Country

Dear Ms. Jane Doe,

We are very pleased to inform you that you have been selected for the position of Assistant Director of Marketing and Communications Division.

If you accept this new position, you will receive an annual salary of $50,000, as well as full health care coverage for yourself and 50% each for your husband and maximum of two children.

This new position will put you under direct supervision of John Smith, Director of Marketing and Communications Division. Your new responsibilities will include managing the marketing budget and leading the marketing and communications staff in creating marketing plans.

We look forward to hearing from you if you will accept the position.

Sincerely,

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Managing Director

Company Name