**EMPLOYEE PROMOTION LETTER**

July 05, 20XX

Jennifer Smith

ABS Marketing Firm

Tampa, Florida

Subject : Letter of Promotion  
  
Dear\_\_\_\_\_\_\_\_\_,

Congratulations! You will report to Mr. /Mrs. name (\_\_\_\_\_\_) from tomorrow as now you have been shifted to a new department. The annual salary for your new post will be (\_\_\_\_\_\_\_\_).  
  
Congratulations once again for the new position. Please let me know if you have any questions regarding your new job position.  
  
Sincerely,  
  
Signature