EMPLOYEE PROMOTION LETTER

[DATE]

[EMPLOYEE NAME]

[CURRENT JOB TITLE]

[DEPARTMENT]

Dear [EMPLOYEE NAME],

We are pleased to inform you that you have been promoted from [CURRENT JOB TITLE] to [NEW JOB TITLE] effective [DATE]. Along with this promotion, your salary will be increased from [CURRENT WAGE] to [NEW WAGE].

We thank you for your ongoing commitment to excellence within the organization and congratulate you on your outstanding performance.

The following are the key job duties of the new position:

* [Insert key job duties]

.

The following are the training requirements of your new position:

* [LIST REQUIRED TRAINING AND WHEN IT WILL NEED TO BE COMPLETED]

We look forward to your continued contributions to [Organization Name] If you agree to this new role, please sign and date the form below.

Yours Sincerely,

[NAME],

[TITLE],

Employee Sign-off

I understand and accept this promotion to [NEW JOB TITLE], effective [DATE].

| Date: |  |  | Signature: |  |
| --- | --- | --- | --- | --- |