

[Your Name]
[Your Address]
[City, State ZIP Code]
[Your Email Address]

[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

[City, State ZIP Code]

Dear [Recipient's Name],

I am pleased to announce that [Name] has been promoted to the position of [Position] effective [Date]. [Name] has been an integral part of our team for [Length of Time] and has demonstrated exceptional skills and knowledge in [Key Areas of Expertise].

In [Name]'s new role, they will be responsible for [Key Responsibilities]. I am confident that [Name] will continue to contribute to the success of our company in this new capacity.

Please join me in congratulating [Name] on their well-deserved promotion. We look forward to working together to achieve even greater success in the future.

Sincerely,

[Your Name]