

Date: [DD Month YYYY]

Ref: [HR/PRO/____]

[Employee Full Name]

[Current Designation], [Department]

Dear [First Name],

PROMOTION TO [NEW DESIGNATION]

We are pleased to inform you that, in recognition of your performance and contribution, you have been promoted to the position of **[New Designation]** in the [Department] department, with effect from **[Effective Date]**.

In your new role you will report to [Supervisor Name / Designation]. Your remuneration and all other terms and conditions of your employment remain unchanged.

We congratulate you on this promotion and wish you continued success with the Company.

Yours faithfully,

.....

[Name of Authorised Signatory]

[Designation]

[Company Name]

[Company Seal]