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Check the template below 👇🏼. Modify as per your requirements. The elements that need to be changed are highlighted in yellow for your convenience.

﻿

Dear [Employee name]

As discussed, we are officially happy to promote you to [mention job position] as of [mention date].

Attached you will find all the employment details along with the compensation and benefits package. Please review the same and contact via [mention email address or contact information of the preferred department] till [mention date].

We acknowledge your hard work and commitment to the [company name] for the past [number of years].

We look forward to seeing the same enthusiasm in the new role for you.

Congratulations.

Sincerely

[Sender Name & Designation]