# Promotion Letter

*This document serves as a formal notification to an employee regarding their promotion, outlining the new role, responsibilities, and effective date of promotion.*

**Date:** {date}

Dear **{name}**,

We are pleased to inform you of your promotion within **{company}**.

Effective {effectiveDate}, you will assume the position of **{newPosition}**. This promotion is in recognition of your hard work, commitment, and the positive contributions you have made to the organization.

Your new responsibilities will include:

{#responsibilities}

* {responsibility}

{/responsibilities}

Please note the following benefits and changes associated with your new role:

{#benefits}

* {benefit}

{/benefits}

Your updated compensation package will be as follows:

|  |  |
| --- | --- |
| **Component** | **Amount** |
| {#compensation}{component} | {amount}{/compensation} |

{^hasBonus}Note: This position does not include a bonus structure.{/hasBonus}

{#hasBonus}In addition, you are eligible for the following bonus structure:

* {bonusDetails}

{/hasBonus}

We are confident that you will continue to deliver exceptional performance in your new role. Please take the time to review the expectations and benefits, and let us know if you have any questions.

Congratulations once again on this well-deserved promotion!

Sincerely,

**{managerName}**
*{managerTitle}*
{company}