

Sample Announce Promotion Letter

Ms/Mr. _____

Address

Date: _____

Subject: Confirm a promotion

Dear Ms/Mr. _____

This is to inform you that you have been promoted to the post of managing director from the current post of senior sales officer. Your new salary is as per the new pay scale announced by the company recently and a copy of it is attached along with this letter. The new office and other facilities are mentioned in the said document.

The decision to promote you has been taken by board of directors keeping in mind your dedication towards the organisation and your contribution in this regard. Your hard work and dedication has earned you this position and we expect you to continue with same enthusiasm and inclination towards work.

We congratulate you and wish you best of luck for future.

Yours

Name