From,

Sean Joseph

Chief Marketing Officer

XYZ Company

Chicago, USA

Date: 21st February 2017

To,

James Dunn

Marketing Associate

XYZ Company

Chicago, USA

Subject: Promotion Letter from Employer

Dear Mr.Dunn,

Congratulations!

We are very pleased to inform you that you are being promoted to the position of a Senior Manager-Marketing with effect from 21st March’2017.

If you accept this new position, you will receive the salary of $206,432 per annum, plus other benefits from the company. Your monthly salary will be effective from the above-said date. Your new responsibilities at this job will include managing the marketing staff in Zone 9, compiling and analyzing all relevant marketing information from your associates, and reporting your findings once per month to the board of directors.

We thank you for your honest performance and commitment to this organization over the years, and you truly deserve this promotion more than anyone else. The hard work and skills you have shown over the years are remarkable. We are confident you will take up this new responsibility with great enthusiasm and will keep contributing effectively and efficiently towards the objectives of the organization.

It would be great if we can schedule a meeting this week itself to discuss and finalize all the important things.

Best Wishes!

Warm Regards,

Sean Joseph.

Chief Marketing Officer.

XYZ Company.