Date (Month, Day, Year)

Jane Doe

Senior Accounts Manager

Company Name

City, State, Country

Subject: Job Promotion Congratulation Letter

Dear Ms. Jane Doe:

Congratulations on your promotion to Assistant Director of Marketing and Communications Division, effective January 1, 20XX.

The annual salary for the position will be $50,000 paid on a weekly basis.

You will report to John Smith, Director of Marketing and Communications Division. It is our understanding that you have worked with him in the past on several special marketing projects and initiatives, and he looks forward to your becoming a more permanent part of his team.

Again, congratulations on the new position.

Yours Sincerely,

Sarah Tops

Human Resources Manager

Company Name