

Dear **«Name»**,

We have closely observed your activities from your joining days, **«Joining\_Date»** Your working spirit and dedication have convinced us that you are an admirable person for our organization. As a result, the members of our managerial panel have recommended promoting you up to the next level employee of our institution.

We are delighted to inform you that from **«Joining\_Date\_at\_New\_Position»** you will be promoted to the next higher level according to our organization's structure.

Thank you for your service.

Date: **«Promotion\_Letter\_Issue\_Date»**

 Your sincerely

[Name and Signature]

HR