

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Promotional Letter - Accountant

Dear :

After much consideration, {Name of Company} has decided to promote you from the position of Staff Accountant to Senior Accountant. This decision was made based on your efficiency of handling your assigned accounts. In the short time that you have been employed here, you have shown an energy and dependency that assures us that you will do an excellent job.

Congratulations, your hard work and effort is quickly moving your forward within {Name of Company}. If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E