

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

**To:** Employees

**From:** Management

**Subject:** Notice of Promotion

**Date:**

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Congratulations to {Name}!

{Name} has been promoted from the position of \_\_\_\_\_ to \_\_\_\_\_. He/She has done an excellent job as \_\_\_\_\_, and should do excel in the position of \_\_\_\_\_.

Please congratulate {Name} in this promotion.