**[Company Name]**

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

Congratulations! You have been officially promoted to the post of Assistant Manager. You shall take over your new office duties with effect from 21st March. Details about your new position and the revised salary package will be emailed to you along with a copy of your renewed contract with the company.

It is a well-deserved promotion. You have earned it through your hard work and sincerity towards your job. The higher management particularly admires your exceptional multi-tasking skills and your ability to meet the toughest deadlines. The company expects you to fulfil your new responsibilities with the same efficiency and diligence.

On behalf of the company, I wish you the best of luck. I am sure your performance as the Assistant Manager will be up to the mark. You are advised to consult Mr. XYZ, the Head of Finance Department in case of any queries.

You have been an invaluable member of our team Thank you for your services and hard work.

Sincerely,

[Your Name]