

Job Promotion Letter Example

Dear Ms. Doe,

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

The annual salary for the position will be \$42,000 paid on a weekly basis.

You will report to Jane Dolan, Director, Marketing Communications. She is looking forward to working with you as you transition into your new role at the company.

Again, congratulations on the new position.

Sincerely,

Megan Jones
Director, Human Resources

cc: Jane Dolan