

Notifying an employee of a promotion structure :

What is promotion letter ?

The Promotion announcement letter should be formally written to inform an employee about his or her promotion. The letter should congratulate the employee and share the important details about the promotion. The main purpose of this kind of letter is to offer a higher position to the employee and inform him about the responsibilities. Being clear about what's expected can certainly help solve the confusion.

Important elements :

- **Subject and date :**
Define the subject of the mail and the date of sending
- **Identification of the employee** (position held, seniority) *(1st paragraph)* :
The letter should be addressed to the proper person
- **Define the promotion** (position, increase, conditions) *(2nd paragraph)* :
When referencing the reasons for the promotion, focus on job performance. The letter should address the new responsibilities and benefits that come with the position.
- **Recognize the qualities of the employee and encourage him** *(3rd paragraph)* :
A Promotion Letter from an Employer is one of the most important letters in an employee's life for which he waits eagerly
- **Proposal of appointment to the employee with signature of the amendment to the contract and for the taking of new functions** *(Last paragraph)*

To illustrate this structure, below an example :



WELCOME COMPANY
London, UK
Tel : +0044 12345 5673
hrdepartment@welcomecompany.com

21 February 2019

Steven Collins
144 Hilton Lane
Prestwich
Manchester
M25 9QY

Subject: Promotion Letter from Employer

Dear Mr. Collins,

Congratulations !

You are a salesman in our company since January 25, 2015. We are very pleased to inform you that you are being promoted to the position of a Sales Manager with effect from 1st March 2019.

If you accept this new position, you will receive the salary of \$48,000 per annum, plus other benefits from the company. Your monthly salary will be effective from the above-said date. Your new responsibilities at this job will include managing a team of 15 people, analyzing sells of the week, and reporting your findings once per month to the board of directors.

We thank you for your honest performance and commitment to this organization over the years, and you truly deserve this promotion more than anyone else. The hard work and skills you have shown over the years are remarkable. We are confident you will take up this new responsibility with great enthusiasm and will keep contributing effectively and efficiently towards the objectives of the organization.

It would be great if we can schedule a meeting this week itself to discuss and finalize all the important things.

Best Wishes!

Warm Regards,

Karl DAY-LEWIS
HR Manager of WELCOME COMPANY

WELCOME
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