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**Introduction**

A promotion announcement letter is written as a response to a promotion application. This letter intends to give out information to the applicant as well as all the concerned departments of the company. The letter is written for the purpose of ensuring complete transparency as well as for distributing appropriate information across the organization.

**Promotion announcement Letter Tips**

Tips for writing a good promotion announcement letter are as follows:

* Letter should acknowledge the request made for promotion.
* It should appreciate the efforts of the employee.
* It should give relevant details like the new designation, salary hike etc.

Sample Promotion announcement Letter

From,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Subject: Promotion announcement letter

Dear Mr. Rajesh Paranjpe,

We have received a request for promotion from the head of your department. This is a request has been made on the grounds of good performance that you have shown over the last financial year. We have monitored your efforts and your inputs towards the welfare of the company minutely. We are pleased to accept the promotion recommendation on the basis of your performance, your manager’s recommendation and our assessment of your work.

It gives us immense please to promote you to the position of Manager- Human Resource with effect from 1/3/2013 and also declare a 10% increment for the same.

We congratulate you on the promotion and hope to see you work harder for the welfare of the company. You are an asset to the organization. This letter is an appreciation for your efforts towards the success of the company and your efforts of working to promote the company’s objectives.

With Regards

Mr. Seth

Vice President- Human Resource department

Date: 23/2/2013

# Promotion announcement Letter Template

# From,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# 

# Date: \_\_\_\_\_ (Date on Which Letter is Written)

# To,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# Subject: Promotion announcement letter

# Dear Mr./Ms….. (Full name),

# We have received a request for promotion from the head of your department. This is a request has been made on the grounds of good performance that you have shown over the last financial year. We have monitored your efforts and your inputs towards the welfare of the company minutely. We are pleased to accept the promotion recommendation on the basis of your performance, your manager’s recommendation and our assessment of your work.

# It gives us immense please to promote you to the position of ………….(Designation) with effect from ……..(date) and also declare a …… % increment.

# We congratulate you on the promotion and hope to see you work harder for the welfare of the company. You are an asset to the organization. This letter is an appreciation for your efforts towards the success of the company and your efforts of working to promote the company’s objectives.

# With Regards

# ……….. (Full name of issuer)

# ………(Designation of the issuer)

# Date: 23/2/2013

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