

[Date of letter-month, day, and year]

[Recipient's first and last names]

[Company name]

[Street or P.O. box address]

[City, State ZIP code]

Dear [recipient's name]:

We are writing to let you know that you have been selected to be promoted from marketing account executive to marketing accounts manager, effective immediately. During the past two years with our company, you have consistently demonstrated your work ethic, creative ideas, and your superb qualifications. We know you will excel in your new position.

We will also be making a formal announcement to the entire staff about your promotion this week, so be on the lookout for that. Congratulations on this promotion, and we look forward to your contributions as our new marketing accounts manager. Thank you for being such a valuable asset to our company and for your loyal service.

Sincerely,

[Signature]

[Sender's first and last names]