**Promotion Letter from Employer to Employee Format**

From:

Henry Gibbs

Manager

Delightful Delicacies Pvt. Ltd.

London

Date: March 30th,2020

To,

Richard Brown

54, Thames Mansion,

London

UK

Dear Mr. Richard,

I am extremely elated to inform you that the Management has decided to promote you to Deputy Marketing Manager, effective from April 15th, 2020, considering your amazing performance in the last two quarters. I would like to congratulate on behalf of the management of Delightful Delicacies Pvt. Ltd. for the promotion.

We are very hopeful that you are going to be working harder to accomplish the goals for the company. We hope that you will continue to impress us with your amazing ideas and dedicated performance.

Your promotion not only calls for more responsibilities and duties but also a hike in your salary. HR Department will get in touch with you in relation with the same.

Wishing you good luck with your new role and new responsibilities. May you always make Delightful Delicacies Pvt. Ltd. proud.

Regards,

Henry Gibbs

Manager

Delightful Delicacies Pvt. Ltd.

London