**Job Promotion Announcement Letter**

*Date*

*To: All Employees*

*Company name*

*Subject: Promotion Announcement – Jane Doe*

*Senior Accounts Manager*

*Company Name*

*City, State, Country*

*Ladies and Gentlemen:*

*I am very pleased to announce the promotion of Jane Doe, Senior Accounts Manager in the Retail Division as the new Assistant Director of the Marketing and Communications Division, starting January XX, XXXX.*

*Jane has been with the company for 8 years, 5 of which were spent performing critical marketing and sales functions where she excelled and demonstrated impeccable skills and knowledge. Her knack for establishing linkages and strengthening customer relations showed her great potential in a position that will utilize her skills more*

*As assistant head of the Marketing and Communications Division, Jane will no doubt carry out her new duties with the same level of integrity and competence she has been demonstrating in the past. Her focus as she takes on this new role is to spearhead the creation of marketing plans for three new accounts. She will also be given the heavy responsibility of managing marketing budgets.*

*Let us all congratulate Jane for her promotion, which is definitely well-deserved. Let us also wish her the best of luck in her future endeavors.*

*Regards,*

*Thi Rex*

*Managing Director*

*Company Name*