

## **Sample Promotion Letter - Promotion Declaration Letter Template**

From,  
Manager,  
K.D and Company,  
April 19, 2021.

To,  
Mr.Dodge Watt,  
Marketing Operator,  
K.D and Company,  
Switzerland,

**Subject: Letter for Promotion Declaration/ Announcement**

Dear Dodge Watt,

I am writing this letter in response to the application that you submitted for promotion. This application for promotion was submitted on your behalf to the department. This application was accepted and analyzed on the basis of the extraordinary work that you had performed for the company. After checking and monitoring your previous progress, the management will promote you.

I am pleased to announce your promotion to the director of marketing with the effect of 18 March 2018. It is also decided by the management to increase your current salary by 20% due to your promoted grade.

So, I congratulate you for this promotion in our company. And I hope you will retain your flawless standard and continue your impressive work at the company.

Employees are too satisfied with your progress and with your promotion in our company. Best wishes are with you from me and company employees.

Thank you.  
Yours sincerely,  
George William.