[Click to select a date]

Company

* Employee Promotion Letter

[Address 1]  
[Address 2]  
[City, ST ZIP Code]

[Telephone]

[Email]

[Website]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST Zip Code]

Dear [Recipient]:

It a great pleasure to announce that because of your persistent efforts and efficient contribution to the organization, you are awarded with a promotion as a Senior Accountant Executive. As per recommendation received from accounts and finance department head and management's decision, you are selected as the most eligible candidate based on your past performance in the Grecians Project and your quality services to the organization.

As the senior accountant position is vacant since the last two weeks, it has been a unanimous decision of the management to promote you as a senior accountant. Your extensive experience in managing accounting functions and dedicated services to the organization helped the management to have such a quick decision. We hope that you will accomplish the duties as per compliance to laws and practices that you have followed until now. This is a crucial turn in your career. So, we hope the same performance from your side that you have rendered as an accountant.

Wish you all the best and hope that you would utilize this opportunity and prove your potential. Look forward to your response in connection with management's decision of promotion.

Sincerely,

Company

Enclosure