Dear Mary,

I am very much delighted to inform you that effective immediately, you are promoted as the senior marketing officer of our company.

After an extensive search including possible candidates, I together with the board have decided to give you the promotion. You deserve to have this promotion because of your hard work and contributions to our company. From the very beginning, we already saw your potential as a good leader and for that reason, we fully entrust to you the position that most employees are dreaming of.

We are sure that you are highly qualified for the position and we believe that you will use it to for the success of our company just as you have done in your previous role.

We wish you all the best with your new position in the company.

Congratulations on your promotion.

Sincerely,

Pepe Smith

Human resource Director