Dear Mr. Arnold

It is a pleasure for me to inform you that you have been promoted as the new sales supervisor of the company.

This promotion is in recognition of the fine work you have done for this company for over five years. We are very confident that you will meet the new responsibilities that accompany the position with enthusiasm and keenness, which you have showed to us since you came to work for the company as a sales representative.

Again, I would like to express my appreciation for a job well done. I look forward to your future endeavor and contributions for the success of our company. If you have any questions concerning your promotion, you can just give me a call or drop by at my office to discuss the matters.

Please accept our heartfelt congratulations and your promotion.

Sincerely,

David Garcia

Human Resource Manager