Dear Mr. Collins

It is of great pleasure for me to inform you that you have been promoted as the newest sales director of the company.

This promotion given to you is in recognition of the fine work you have done for this company for the past 10 years. We are confident enough that you will be able to meet the new responsibilities that the company has assigned to you. We believe in your talent and we fully entrust everything to you.

Once more, I would like to express my deep appreciation for a job well done. I look forward to your future endeavor and accomplishments for our company. If you have any questions regarding your promotion, just give me a call or drop by at my office to discuss those matters.

Please accept my sincere congratulations and your promotion. Thank you.

Sincerely,

John Dough

Human Resource Manager