Dear Mr. Gooding,

We are pleased to announce that Ms. Sarah Dunn is promoted to the position of assistant product manager. The decision was made by the management in view of Ms. Dunn’s unwavering support for the company during the twelve years that she has been with the company. She has entered the company as a sales representative. During the succeeding years of her tenure with us she held various positions such as product head, field head and then staff supervisor.

Her new position will require her to handle the everyday operation and maintenance of the product line. She will also be responsible for the conduct of employees under her and for ensuring that they comply with the company rules and objectives.

Please be with us in heart and mind in congratulating her for a job well done and for her promotion. We wish that she will continue to be a success for our firm.

Sincerely,

Joy Lester