Dear Mr. Deep

Because of your hard work and dedication, we are please to inform you that as of today, you are promoted as the one of our senior marketing officers in the sales department.

Congratulations on your promotion. I am pleased to have you as one of our team player. You have worked so hard for our company, which resulted to the remarkable increase with our sales and profitability. You have also handled the day-to-day activities of our office to make sure that our sales will never be sluggish and have helped us keep in touch with our customers effectively.

Truly, you deserve to have the promotion. We believed that your abilities deserve a better position in our company.

Again, we welcome you in our team and I look forward to be working with you for months, years or more.

Sincerely,

Billy Jeans M.

Marketing Manager