From,

David Harley,

Jackson Group of Companies,

33D Alison Corporate Park,

Wisconsin 53557

To,

William Porterfield,

Jackson Group of Companies,

33D Alison Corporate Park,

Wisconsin 53557

Dear Mr. William,

With this letter, I want to wish you for your promotion as Officer from Clerk post.  We all have noticed that you provide your quality service every now and then without any lack of quality.  Together, we have decided on providing you with new post.  I hope you are going to continue your service with same efforts and results.  With this promotion, there has been increase in your salary too.  Please make sure that you get all those details from HR department.

Any type of assistance if required while performing new duties, your colleagues will definitely going to help you out in every possible manager.  During the initial phase, there will be no major burden entrusted on you to perform those duties because we know that you are new towards those duties.

I wish to hear from you for any type of queries or issues you might have at this given point of time.

Yours Truly,

David Harley