Letter of Promotion to Employee Sample

Emily R. Morgan

2189 Sycamore Circle
Dallas, TX 75201

Dear Miss. Morgan,

We are very pleased to inform you that you have been selected for the position of Executive Vice President of Sales at Teldar Paper.

If you accept this new position, you will receive a salary of $104,323 per annum, plus full heath card coverage for yourself and 50% for your spouse.

Your new responsibilities at this job will include managing the sales staff in Zone 9, compiling and analyzing all relevant sales information from your sales associates, and reporting your findings once per month to the board of directors.

Let us know as soon as possible if you accept this new position!