

Company Name
Company Address Line 1
City, State, ZIP

June 21, 2024

Jane Doe
Senior Marketing Executive
Company Name

Subject: Promotion to Marketing Manager

Dear Jane,

We are pleased to inform you that, in recognition of your outstanding performance and dedication, you have been promoted to the position of Marketing Manager, effective July 1, 2024.

Over the past years, your contributions and leadership in our marketing team have driven great results and set a high standard for excellence. We are confident that you will continue to bring creativity, strategic insights, and effective management to your new role.

Your responsibilities will now include developing and overseeing marketing strategies, leading the marketing team, and ensuring the growth and success of our campaigns. You will report directly to the Director of Marketing.

Please accept our sincere congratulations on your well-deserved promotion. We look forward to your continued success at Company Name.

Should you have any questions regarding your new position or responsibilities, please feel free to contact Human Resources.

Best Regards,

John Smith
Director of Marketing
Company Name