

Company Name
Address Line 1
Address Line 2

June 14, 2024

To:
[Employee Name]
[Department/Team]

Subject: Project Leader Promotion Notification

Dear [Employee Name],

We are pleased to inform you that, in recognition of your outstanding performance and contributions to the team, you have been promoted to the position of Project Leader effective [Effective Date].

In your new role, you will be responsible for leading project teams, managing deliverables, and ensuring the successful completion of assigned projects.

We are confident you will excel in this position and continue to demonstrate the dedication and leadership you have shown thus far.

Congratulations on this well-deserved promotion.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

(Signature)