

Date: June 10, 2024

To:
Jane Doe
Accountant
Finance Department

Subject: Internal Promotion to Senior Accountant

Dear Jane,

We are pleased to inform you that, effective July 1, 2024, you have been promoted to the position of Senior Accountant in the Finance Department.

This decision reflects your commitment, hard work, and the high quality of your performance as an Accountant. In your new role, you will be responsible for overseeing financial processes, providing mentorship to junior team members, and supporting strategic planning initiatives. Your leadership and attention to detail have made a significant impact, and we are confident that you will excel in your new position.

Your new compensation and benefits package will be communicated to you by Human Resources. Please meet with your supervisor during the next week to discuss your updated responsibilities and transition plan.

Congratulations on your well-deserved promotion. We look forward to your continued contributions and growth within the Company.

Sincerely,

John Smith
Finance Manager
XYZ Corporation