Letter Announcing the Promotion and Transfer of an Employee

[You're Name]
[Address]
[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

We congratulate Mr. [enter name] on his promotion from [enter previous title] to [enter new title]. He will not work with us at the [enter branch] anymore instead, he is promoted as well as transferred to [enter transferred branch]. His main duties there will include [enter description]. This will be a tough job but we have high hopes associated with him since he is a man of action and devotion.

As far as his vacant seat is concerned, i would like to inform all employees of the rank of [enter title] to submit their proposals if they are interested in taking this position. We will also entertain some proposals of the outsiders in order to fill this seat that Mr. [enter name[is vacating. For now, Mr. [enter name] who is currently [enter title] of the company, will take hold of the tasks and projects that were previously done by Mr. [enter promoted employee].

Thank you!

[You're Name]

[Senders Title] -Optional-