**Job Promotion Congratulation Letter Example**

Srikanth Reddy

Junior Accounts Officer

Blueberry Labs Chartered Accountants

Hyderabad, India

17 May 2015

Subject: JOB PROMOTION CONGRATULATION LETTER

Dear, Mr. Srikanth

We are pleased and honored to inform you with respect that you have been promoted from Junior Accounts Officer to Senior Accounts Officer in the organization. I congratulate to you on behalf of the company for this achievement of yours. As your post grows in the company your responsibility towards your work will also increase. You have achieved this promotion within a span of one year with all your hard work and dedication towards your work. We expect the same behavior from you in future even though you got a promotion. Your new salary structure and details about compensation everything will be mentioned in the official promotional letter which will be given to you very soon. If you find any queries or difficulties related to this matter you can contact the human resource department on the intranet of the companies’ website. Once again many congratulations to you and all the best for future growth.

Yours Sincerely,

Ms. Purnima

Human Resource Manager

Blueberry Labs Chartered Accountants