



Meighen Miller  
403-373-6142  
meighen@milleradmin.ca  
milleradmin.ca

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Jane Doe  
Receptionist  
Miller Administrative  
1234 Wright Way, Wetaskiwin, Alberta T9A 0A4

Dear Jane,

I am pleased to inform you that, in recognition of your outstanding performance and dedication, you have been promoted from Receptionist to Office Manager, effective immediately. Your commitment to delivering excellent service, your organizational skills, and your ability to foster a positive work environment have made a significant impact on our team.

In your new role as Office Manager, you will be responsible for overseeing daily office operations, managing administrative staff, and ensuring that all workplace activities run smoothly. We are confident that you will bring the same professionalism and enthusiasm to this position as you have consistently demonstrated in your previous role.

Congratulations on this well-deserved promotion. Please connect with HR to discuss your updated responsibilities and compensation package. We look forward to seeing you thrive in your new position.

Sincerely,

Millie Jones  
Miller Administrative