

Covert Career Advancement Notice

Dear [Employee's Name],

We are pleased to inform you of an upcoming opportunity that aligns with your skills and aspirations. Due to the confidential nature of this position, we ask that you keep this information to yourself.

Position: [New Position Title]

Department: [Department Name]

Effective Date: [Start Date]

This new role will involve [brief description of responsibilities or projects]. We believe this position is a perfect fit for your talents and will provide you with valuable professional growth.

For any further discussion, please reach out to [Contact Person's Name] at [Contact Information].

We look forward to your continued success at [Company Name].

Best regards,

[Your Name]

[Your Position]