

Service Advancement Eligibility Notification

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Department: [Recipient Department]

Company: [Company Name]

Dear [Recipient Name],

We are pleased to inform you that you are eligible for advancement within our service structure due to your exemplary performance and dedication. This advancement reflects the commitment you have shown in your role as [Current Position].

Your eligibility is based on the following criteria:

- Achievement of performance targets
- Demonstration of professional growth
- Contribution to team goals

Details of the advancement process will be communicated shortly, including any necessary documentation and timelines. We encourage you to prepare for this exciting opportunity.

Congratulations on this well-deserved recognition!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]