

Teamwork Hiring Advancement Notification

Dear [Employee's Name],

We are pleased to inform you that due to your outstanding performance and commitment to teamwork, you have been selected for advancement to the position of [New Position Title]. This decision reflects our recognition of your hard work and collaborative spirit.

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

The effective date of your new position will be [Effective Date]. We are confident that you will embrace these new challenges and continue to excel.

Congratulations on this well-deserved advancement!

Sincerely,

[Your Name]

[Your Position]

[Company Name]