

# Promotional Position Notification

Dear [Employee's Name],

We are pleased to announce that you have been selected for the position of [New Position Title] at [Company Name]. This promotion is a recognition of your hard work, dedication, and contributions to our team.

Your new role will commence on [Start Date]. Your responsibilities will include [Brief Description of New Responsibilities]. You will report directly to [Manager's Name] and be a vital part of our [Department/Team Name].

We believe that your skills and experience will greatly benefit our organization in this new capacity. Please feel free to reach out if you have any questions regarding this transition.

Congratulations on your well-deserved promotion!

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]