

# Career Advancement Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name / Position]

Subject: Notice of Career Advancement

Dear [Employee's Name],

We are pleased to inform you that you have been selected for a promotion to [New Position] effective [Effective Date]. This decision was made in recognition of your hard work, dedication, and significant contributions to our team.

Your new responsibilities will include [Briefly outline new responsibilities]. We are confident that you will excel in this new role.

Congratulations on this well-deserved advancement. Please feel free to reach out if you have any questions about your new position.

Best regards,

[Your Name]

[Your Position]

[Company Name]