

Career Advancement Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Career Advancement Notification

Dear [Employee's Name],

We are pleased to inform you that you have been selected for a career advancement opportunity within our organization. As of [effective date], you will assume the position of [new position title].

This decision reflects our recognition of your hard work, dedication, and outstanding performance during your tenure with us. We believe that you will contribute significantly to [specific team, project, or company goal] in your new role.

Please join us for a meeting on [date and time] to discuss your new responsibilities, expected contributions, and any questions you may have regarding this transition.

Congratulations on this well-deserved advancement! We are excited to see you thrive in your new position.

Sincerely,

[Your Name]

[Your Position]

[Company Name]