

Career Progression Notice

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Career Progression Notice

Dear [Employee Name],

We are pleased to inform you of your recent career progression within [Company Name]. Effective [Effective Date], you will be promoted to [New Position Title].

This promotion is a recognition of your hard work, dedication, and contributions to the team. We believe this new role will further enhance your skills and provide you with greater opportunities for growth.

Please feel free to reach out if you have any questions regarding this transition.

Congratulations on your well-deserved advancement!

Sincerely,

[Your Name]

[Your Position]

[Company Name]