

# Elevation in Position Notice

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that, effective [Insert Effective Date], you have been elevated to the position of [New Position Title]. This decision reflects our recognition of your hard work, dedication, and contributions to the team.

Your new responsibilities will include:

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

Your new salary will be [Insert New Salary] and will be effective as of the same date.

Congratulations on your well-deserved promotion! We look forward to your continued success in your new role.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]