

# Position Upgrade Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Position Upgrade Notice

Dear [Employee's Name],

We are pleased to inform you that due to your exceptional performance and contributions to our team, we have decided to promote you to the position of [New Position Title], effective [Effective Date].

Your hard work, dedication, and commitment have not gone unnoticed, and this upgrade is a reflection of our appreciation for your talents and achievements at [Company Name]. In your new role, you will be responsible for [briefly outline new responsibilities].

Along with this promotion, your new compensation package will be [details of new salary, benefits, etc.].

We are excited to see you take on this new role and are confident that you will continue to excel as you have in your previous position.

Congratulations on this well-deserved advancement!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]