

# Approval Letter for Career Progression

Date: [Insert Date]

To: [Employee's Name]

Position: Janitor

Department: [Department Name]

From: [Your Name]

Position: [Your Position]

Subject: Career Progression Approval

Dear [Employee's Name],

We are pleased to inform you that after reviewing your hard work and dedication, we have approved your request for career progression from Janitor to [New Position Title]. This decision reflects our recognition of your commitment to maintaining a clean and safe environment at [Company/Organization Name].

Your new role will take effect on [Effective Date]. We believe that you will excel in your new position and continue to contribute positively to our team.

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/Organization Name]