

# Fiscal Year Promotional Review

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Promotional Review for Fiscal Year [XXXX]

Dear [Employee's Name],

I hope this message finds you well. As we conclude the fiscal year [XXXX], it is time to reflect on your performance and discuss your potential promotion.

Throughout the year, you have demonstrated exceptional skills in [mention specific areas]. Your contributions to [specific projects/initiatives] have significantly impacted our team's success.

We would like to formally discuss the possibility of promoting you to [new position]. This promotion is a recognition of your hard work and dedication to [Company Name].

Please let me know your availability for a meeting to discuss this further.

Thank you for your continued contributions.

Sincerely,

[Manager's Name]  
[Manager's Position]  
[Company Name]