

Promotion Alert

Dear [Employee's Name],

We are excited to inform you that your promotion to [New Position] has been extended until [New Date]. This decision reflects your hard work and dedication to our team's success.

In your new role, you will be responsible for [briefly outline new responsibilities]. We are confident that you will continue to excel and contribute positively to our organization.

Congratulations once again on this well-deserved recognition. If you have any questions or need further clarification, please do not hesitate to reach out.

Best regards,
[Your Name]
[Your Position]
[Company Name]