

Career Advancement Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Career Advancement Notification

Dear [Employee Name],

We are pleased to inform you that due to your hard work and dedication to [Company Name], you have been selected for a career advancement opportunity. Effective [Insert Date], you will be promoted to [New Position].

Your skills and contributions to the team have not gone unnoticed, and we believe that this new role will allow you to further develop your expertise and take on greater responsibilities.

We look forward to seeing your continued growth and success in this new position. Please feel free to reach out if you have any questions.

Congratulations on this well-deserved advancement!

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]