

Employment Position Update

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Update on Employment Position

Dear [Employee Name],

I hope this message finds you well. I am writing to inform you of an update regarding your current employment position at [Company Name]. After careful consideration, we are pleased to announce that you have been promoted to the position of [New Position Title], effective [Effective Date].

In your new role, you will be responsible for [brief overview of new responsibilities]. We believe that your skills and dedication will greatly contribute to the success of our team in this capacity.

Please feel free to reach out to me if you have any questions or need further information regarding your new position. Congratulations on your promotion!

Best regards,

[Manager/Supervisor Name]

[Manager/Supervisor Title]

[Company Name]