

Internal Hiring Decision

Dear [Employee Name],

We are pleased to inform you that you have been selected for the position of [New Position Title] within the [Department Name]. After a thorough evaluation of your qualifications and contributions, we believe you will be a valuable addition to the team.

Your effective start date will be [Start Date]. Please ensure that you meet with your current supervisor to discuss the transition plan for your current responsibilities.

We are excited for you to take on this new role and contribute to [Company/Department Goals]. Should you have any questions regarding your new position, feel free to reach out to [Hiring Manager/HR Contact Person].

Congratulations, and we wish you the best in your new role!

Best regards,

[Your Name]

[Your Position]

[Company Name]