

# Career Growth Discussion Outcome

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Career Growth Discussion & Promotion Outcome

Dear [Employee Name],

Thank you for meeting with me on [Insert Date of Discussion] to discuss your career growth and future with [Company Name]. I appreciate your contributions to the team and your dedication to your role.

After careful consideration, I am pleased to inform you that based on your performance, skills, and contributions, you are being recommended for a promotion to [New Position Title]. This promotion reflects our confidence in your abilities and the potential we see in you for further growth within our organization.

Your new role will commence on [Insert Promotion Effective Date] and will come with an updated salary of [Insert New Salary] and additional responsibilities, including [List New Responsibilities].

I would like to discuss this outcome in detail and talk about the next steps for your transition. Please let me know a convenient time for you to meet again.

Once again, congratulations on this well-deserved promotion! We are excited to see you thrive in your new role.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]