

# Career Progression Update

Dear [Team Member's Name],

I hope this message finds you well. I wanted to take a moment to discuss your career progression and the positive developments you have made within our team.

Over the past [time period], I have noticed significant growth in your skills and contributions, particularly in [specific areas or projects]. Your dedication to [specific achievements] has not gone unnoticed, and it is clear that you have been instrumental in achieving our team goals.

As a result, I would like to explore potential opportunities for your advancement. We can schedule a meeting to discuss your career aspirations and how we can align them with our team's objectives.

Please let me know your availability for a discussion in the coming week.

Thank you for your hard work and commitment to excellence.

Best regards,

[Your Name]

[Your Position]

[Your Company]