

# Performance Review and Promotion Decision

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Review and Promotion Decision

Dear [Employee's Name],

We appreciate your hard work and dedication over the past year. After a thorough performance review, we are pleased to inform you of our decision regarding your promotion.

## Performance Review Summary

Your performance has been exemplary. Specific highlights include:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

## Promotion Decision

## Next Steps

Please schedule a meeting with me to discuss your new responsibilities and any questions you may have regarding this transition.

Once again, congratulations on your well-deserved promotion!

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]