

Promotion Feedback and Guidance

Date: [Insert Date]

Dear [Employee's Name],

Congratulations on your recent promotion to [New Position]! We are excited to have you take on these new responsibilities, and we appreciate your hard work and dedication that led to this achievement.

Feedback on Performance

Your performance in your previous role has been exemplary. We have noted the following strengths that contributed to your promotion:

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Development

As you transition into your new role, we encourage you to focus on the following areas for further development:

- [Development Area 1]
- [Development Area 2]
- [Development Area 3]

Guidance and Support

To assist you in your new role, we recommend the following resources:

- [Resource 1]
- [Resource 2]
- [Resource 3]

We believe in your ability to excel in your new position and are here to support you. Please feel free to reach out if you have any questions or need assistance.

Best Regards,

[Your Name]

[Your Position]

[Company Name]