

# Position Enhancement Communication

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Position Enhancement Opportunity

Dear [Employee's Name],

We are pleased to inform you about an opportunity for position enhancement within our organization. After careful evaluation of your performance and contributions to the team, we believe you are a strong candidate for an upgraded role.

Your new position will include [briefly describe new responsibilities and title]. This change reflects our confidence in your abilities and our commitment to your professional growth.

Please let us know your thoughts about this proposal at your earliest convenience. We are excited about the possibility of you taking on this new challenge.

Thank you for your continued hard work and dedication.

Best Regards,

[Your Name]

[Your Job Title]

[Your Contact Information]