

Promotion Notice

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Promotion to Site Supervisor

Dear [Supervisor's Name],

We are pleased to announce your promotion to the position of Site Supervisor, effective [Insert Effective Date]. This decision is based on your outstanding performance, dedication, and leadership exhibited during your tenure with us.

Your new responsibilities will include overseeing site operations, managing team members, and ensuring compliance with safety standards. We believe this new role aligns perfectly with your skills and aspirations.

Congratulations on your well-deserved promotion! We look forward to seeing your continued success in this new capacity.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]