

Advancement Notification

Date: [Insert Date]

To: [Staff Member's Name]

Position: [Current Position]

Department: [Department Name]

Dear [Staff Member's Name],

We are pleased to inform you of your advancement to the position of [New Position] effective [Effective Date]. This decision reflects your hard work, dedication, and the valuable contributions you have made to [Company/Organization Name].

Your new responsibilities will include [List Key Responsibilities]. In addition, your new position will come with a salary of [New Salary] and any associated benefits as per our company policy.

We believe that you will excel in this new role and continue to contribute positively to our team. Please feel free to reach out to [Supervisor/HR Contact] should you have any questions regarding this transition.

Congratulations on this well-deserved advancement!

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]