

Employee Advancement Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Notification of Advancement

Dear [Employee Name],

We are pleased to inform you that you have been selected for advancement to the position of [New Position Title] effective [Effective Date]. This decision is based on your outstanding performance, dedication, and contributions to our team.

In your new role, you will be responsible for [List Key Responsibilities]. We believe that your skills and experiences will be invaluable in this position and will help further our goals.

Your new compensation package will be [Insert Details of Compensation, Benefits, etc.].

Please feel free to reach out to me if you have any questions regarding your new role or the upcoming changes.

Congratulations on your well-deserved advancement!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]