

# Role Upgrade Notification

Date: [Insert Date]

Dear [Employee Name],

We are pleased to inform you that you have been promoted to the position of [New Job Title] effective from [Effective Date]. This decision is a testament to your hard work and dedication to the company.

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We believe that you will excel in this new role and continue to make significant contributions to our team. Your new salary will be [New Salary], and you will also be eligible for [mention any additional benefits, if applicable].

Please feel free to reach out if you have any questions or if you would like to discuss this further.

Congratulations once again on your well-deserved promotion!

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]