

Position Enhancement Communique

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Enhancement of Your Position

Dear [Employee's Name],

We are pleased to inform you that after a thorough review of your performance and contributions to our team, we have decided to enhance your current position to [New Position Title] effective [Effective Date].

This change reflects our confidence in your abilities and our commitment to supporting your professional growth.

The new position comes with the following responsibilities:

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

Along with these new responsibilities, you will also receive a [mention any increase in salary, benefits, etc.].

We believe that this enhancement will not only benefit you but also our organization as a whole. Please feel free to reach out to me if you have any questions or wish to discuss this further.

Congratulations on this well-deserved enhancement!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]