

Position Upgrade Advisory

Date: [Insert Date]

To: [Employee's Name]

Position: [Current Position]

Department: [Department Name]

Dear [Employee's Name],

We are pleased to inform you that, following a thorough review of your performance and contributions to [Company Name], we have identified your readiness for an upgrade in your position. Effective [Effective Date], you will be promoted to [New Position].

Your new role will encompass additional responsibilities, including [Briefly outline new responsibilities]. We believe that this upgrade reflects your dedication and the value you bring to our team.

We will follow up with a formal offer and details regarding any changes in compensation or benefits associated with this new position.

Congratulations on this well-deserved upgrade. We are excited to see you thrive in your new role.

Sincerely,

[Your Name]

[Your Position]

[Company Name]