

Career Advancement Opportunity

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Career Advancement Opportunity

Dear [Employee's Name],

I am pleased to inform you of an exciting career advancement opportunity within our organization. Your hard work and dedication have not gone unnoticed, and we believe you are ready to take on new challenges.

The position of [New Position Title] is now available, and I would like to encourage you to apply. This role includes [briefly describe key responsibilities and benefits].

If you are interested, please let me know by [deadline for application]. I would be happy to discuss this opportunity further and assist you with the application process.

Thank you for your continued contributions to our team. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]