

# Promotion Opportunity Notification

Dear [Employee's Name],

We are pleased to inform you of a promotion opportunity within our organization that aligns with your skills and career aspirations.

**Position:** [New Position Title]

**Department:** [Department Name]

**Application Deadline:** [Date]

This position will involve [brief description of job responsibilities]. We encourage you to consider applying for this advancement in your career.

If you are interested in applying, please submit your updated resume and a cover letter detailing your qualifications by the deadline.

Should you have any questions, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]