

Advancement Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed the review cycle and are being recommended for advancement to the position of [New Position Title]. This decision is a testament to your hard work, dedication, and contributions to our team.

Your new role will commence on [Effective Date]. In this position, you will have the opportunity to [briefly outline new responsibilities or projects]. We believe that your skills and commitment will continue to drive our success.

Please feel free to reach out if you have any questions or need further clarification about this transition.

Congratulations on this achievement!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]