

# Notification of Readiness for Promotion

Dear [Employee's Name],

We are pleased to inform you that you have met all the necessary criteria for promotion to the position of [New Position Title]. Your dedication, hard work, and contributions to our team have not gone unnoticed.

Your new role will be effective starting [Effective Date]. You will receive further details regarding your new responsibilities and the associated compensation package in the coming days.

We are excited about your continued growth with our company and look forward to seeing you excel in your new position.

Congratulations!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]