

Notification of Faculty Promotion Application

Dear [Faculty Member's Name],

We are pleased to inform you that your application for promotion to the position of [New Position] has been received and will be reviewed by the Promotion Committee.

As part of the evaluation process, the committee will consider your accomplishments, contributions to the department, and teaching effectiveness. We appreciate your commitment to excellence.

You will be notified of the committee's decision by [Decision Date]. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your dedication to [Institution Name].

Sincerely,

[Your Name]
[Your Title]
[Department Name]
[Institution Name]