

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 about a potential career advancement opportunity within our organization that has arisen. Given your exceptional performance and dedication, I believe you would be a great fit for the [Insert Position Title] role.

This position involves [briefly describe the role, responsibilities, and any relevant details]. We have been impressed with your ability to [mention specific achievements or qualities], and I am confident that you would excel in this new capacity.

If you are interested in pursuing this opportunity, please let me know by [insert date]. I would be happy to discuss the role in more detail and address any questions you may have.

Thank you for your hard work and commitment to our team. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]