

Job Advancement Opportunity Notification

Dear [Employee's Name],

We are pleased to inform you of a job advancement opportunity within our organization. We believe that your skills and dedication make you an ideal candidate for the position of [New Position Title].

Details of the position:

- **Position Title:** [New Position Title]
- **Department:** [Department Name]
- **Location:** [Location]
- **Reporting to:** [Manager's Name]
- **Start Date:** [Proposed Start Date]

We encourage you to consider this opportunity for growth and development within our team. If you are interested, please reply to this email by [Response Deadline]. We would be happy to discuss this further with you.

Thank you for your continued contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]