

Position Upgrade Invitation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Invitation to Discuss Position Upgrade

Dear [Employee's Name],

We are pleased to inform you that, due to your exceptional performance and contributions to the team, we would like to invite you to discuss a potential upgrade in your position within the company. Your hard work and dedication have not gone unnoticed, and we believe you are ready for new challenges and responsibilities.

Please join us for a meeting on [insert date and time] at [insert location/meeting link]. During this meeting, we will discuss the details of your potential position upgrade and answer any questions you may have.

We are looking forward to this discussion and are excited about the possibility of your new role within our organization.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]