

# Team Member Promotion Opportunity

Dear [Employee's Name],

We are pleased to inform you that we have recognized your hard work and dedication in your current role as [Current Position]. As a result, we are excited to offer you a promotion to [New Position].

This promotion reflects our confidence in your abilities and our belief that you will excel in this new role. Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Your new compensation will be [New Salary/Benefits], effective [Date]. We believe this opportunity will help you grow and achieve your career goals.

Please confirm your acceptance of this promotion by [Response Deadline]. If you have any questions, don't hesitate to reach out.

Congratulations once again on this well-deserved opportunity!

Best regards,

[Your Name]  
[Your Position]  
[Company Name]