

# Accelerated Career Development Opportunity

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are excited to present you with an accelerated career development opportunity within [Company Name]. After careful review of your performance and potential, we believe you possess the qualities necessary to thrive in this role.

This opportunity includes:

- Targeted mentorship from senior leaders.
- Access to specialized training programs.
- Involvement in high-impact projects.
- Regular performance evaluations to guide your progress.

We believe this experience will equip you with the skills and knowledge necessary for career advancement within our organization.

Please let us know your interest in this opportunity by [Insert Response Date]. We look forward to supporting you in your professional growth.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]