

# Subject: Immediate Career Growth Opportunity

Dear [Employee's Name],

I hope this message finds you well. I am writing to inform you of an immediate opportunity for career advancement within our organization. Given your exceptional performance and dedication, we believe you are an ideal candidate for the [New Position Title] position.

This role will involve [brief description of responsibilities and expectations], providing you with a chance to enhance your skills and make a significant impact on our team.

If you are interested, please let me know by [specific date] so we can discuss this opportunity in detail. We are excited about the possibility of you taking on this new challenge and look forward to your positive response.

Thank you for your hard work and commitment to our organization.

Best regards,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]