

Employee Advancement Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Advancement in Position

Dear [Employee's Name],

We are excited to inform you that, effective [Effective Date], you have been promoted to the position of [New Position Title] within our culinary team. This advancement is a reflection of your hard work, dedication, and the exceptional contributions you have made to our kitchen operations.

In your new role, you will be responsible for [List Key Responsibilities], and you will report directly to [Supervisor's Name]. We are confident that you will excel in this position and continue to inspire your colleagues.

Congratulations on this well-deserved advancement! We look forward to your continued success and contributions to our team.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]