

Approval for Advancement Opportunity

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Approval for Advancement Opportunity

Dear [Employee Name],

We are pleased to inform you that your application for the [specific advancement opportunity, e.g., promotion, training program] has been approved. This decision reflects your hard work, dedication, and contributions to our team.

Your new role will involve [brief description of new responsibilities or opportunities]. We believe that you have the skills and potential to excel in this capacity.

Please coordinate with [relevant department or individual] to discuss the next steps and any necessary preparations.

Congratulations on this well-deserved opportunity. We look forward to seeing your continued growth and success within the company.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]