

Provisional Promotion Notification

Subject: Provisional Promotion Notification

Dear [Employee Name],

We are pleased to inform you that you are being considered for promotion to [New Position] on a provisional basis starting [Date]. This provisional period will allow both you and the organization to ensure a smooth transition.

Your performance will continue to be reviewed, and confirmation of the promotion will follow based on the successful completion of this period.

Sincerely,

[HR Manager Name]

[HR Department]

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