

Offer for internal promotion pending approvals

Subject: Provisional Promotion Offer

Dear [Employee Name],

We are pleased to offer you a provisional promotion to the position of [New Position] effective [Provisional Date]. This promotion is subject to final management approvals and completion of all necessary formalities.

A formal confirmation and updated contract will follow once all prerequisites are met. Please acknowledge your acceptance of this provisional promotion.

Best regards,

[Manager/HR Name]

[Company Name]

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