

[Date]

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address Line 1]
[Company Address Line 2]

Subject: Advancement to Sales Supervisor Position

Dear [Recipient Name],

I am pleased to formally inform you of your advancement to the position of Sales Supervisor, effective [Effective Date]. This promotion reflects your consistent dedication, excellent performance, and your commitment to our sales team and organizational goals.

In your new role, your primary responsibilities will include overseeing the sales team, developing sales strategies, monitoring performance metrics, and ensuring the achievement of sales targets. We are confident that your leadership abilities will contribute greatly to the continued growth and success of our team.

Please review the attached documentation for further details regarding your new responsibilities and compensation. Should you have any questions or require additional information, feel free to contact me directly.

Congratulations on your well-deserved advancement. We look forward to your continued contributions and leadership in your new role.

Sincerely,

[Your Name]
[Your Position]
[Company Name]