

Warehouse Manager Internal Promotion Notification

Date: _____

To: _____

From: _____

Subject: Internal Promotion - Warehouse Manager

Dear _____,

We are pleased to inform you that you have been promoted to the position of **Warehouse Manager**, effective _____.

This promotion reflects your dedication, hard work, and significant contributions to our warehouse operations. We are confident that you will continue to demonstrate exceptional leadership and commitment in your new role.

Your new responsibilities will include, but are not limited to:

- Overseeing daily warehouse activities
- Supervising warehouse staff
- Ensuring inventory accuracy
- Coordinating inbound and outbound shipments
- Implementing safety protocols

Please acknowledge your acceptance of this promotion by signing below.

Employee Signature Date

Manager Signature Date