

2024-08-29

EMP12345

John Doe

ABC University

Junior Developer

Team Lead

2023-01-01



**THE ENTREPRENEURSHIP NETWORK**

## Internship Offer with The Entrepreneurship Network

Date: <<date>>

Employee ID: <<employee id>>

Document No.: <<document no.>>

<<name>>

<<college>>

Dear <<name>>,

Congratulations. We are pleased and honoured to inform you that you have been promoted from <<old designation>> to <<new designation>> in the organization, effective from <<effective date>>. **TEN Marketing** congratulates you, for this achievement of yours. As your post grows in the company, your responsibility towards your work will also increase. You have achieved this promotion with all your hard work and dedication towards your work. We expect the same behaviour from you in future.

Once again many congratulations and all the best for your future growth.

*Kamlesh Gupta*

Kamlesh Gupta

Director

The Entrepreneurship Network

