

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Notification of FVP Appointment

We are pleased to inform you that [Employee's Name] has been promoted to the position of First Vice President (FVP) effective [Start Date]. This decision reflects [Employee's Name]'s outstanding contributions and leadership within our organization.

In their new role, [Employee's Name] will be responsible for [brief description of responsibilities]. We are confident that [he/she/they] will continue to drive our mission forward and achieve remarkable results.

Please join us in congratulating [Employee's Name] on this well-deserved promotion.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]