

[Your Company/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are excited to announce an important update regarding Vlad.

As of [effective date], Vlad will be taking on the role of [new position/title] at [Company/Organization Name]. In this new capacity, he will [briefly describe responsibilities or changes].

Vlad has been with us for [duration] and has greatly contributed to our [mention relevant achievements or contributions]. His [mention skills or qualities] make him a perfect fit for this role.

We look forward to seeing Vlad thrive in this position and invite you to join us in congratulating him on this well-deserved advancement.

For any questions, please feel free to reach out to [contact person].

Best regards,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]