To

[The Recipient Name]  
[Designation]

[Company Name]

You have been a great asset to our company since the time you joined us. You never let us make complaints about your incomplete work or unprofessional attitude throughout your job span. Seeing your hard work and the great exertion you put into your tasks, the company has decided to assign you new duties by canceling out the old ones.

You did a great job in processing all the tasks the company ever assigned you. Now we want you to move to a higher level and take up the charge of new responsibilities. We have great hopes and expectations associated with your enthusiastic and highly responsible nature. You are advised to see me at 3 pm so that I can brief you further about your new, improved, and challenging responsibilities.

We hope you will give your best as ever. Thank you!

[Your Name]

[Designation]

[Company Name]