

# Employee Job Title Update Announcement

Dear Team,

We are pleased to announce that, effective [Date], [Employee Name] will be taking on a new role as [New Job Title]. This change reflects their dedication and contribution to our team.

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

If you have any questions, feel free to reach out.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Company]