

Promotion Announcement

Dear Team,

We are excited to announce that **[Employee Name]** has been promoted to **[New Position]**, effective **[Effective Date]**.

This promotion is in recognition of **[Employee Name]**'s hard work, dedication, and exceptional performance over the past **[Duration]**.

Please join us in congratulating **[Employee Name]** on this well-deserved achievement!

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]