

Promotion Announcement

Dear Team,

We are pleased to announce the promotion of **[Employee's Name]** to the position of **[New Position]** effective **[Effective Date]**.

has consistently demonstrated exceptional performance and dedication in their role as **[Current Position]**, contributing significantly to our team's success.

We believe that **[Employee's Name]** will continue to excel and bring great value in their new role. Please join us in congratulating them on this well-deserved promotion!

Best regards,

[Your Name]
[Your Position]
[Company Name]