

Team Member Recognition for Promotion

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Congratulations on Your Promotion!

Dear [Team Member's Name],

I am thrilled to announce that you have been promoted to [New Position] effective [Effective Date]. Your hard work, dedication, and exceptional performance have truly earned you this recognition.

Throughout your time in [Current Position], you have consistently gone above and beyond. Your contributions to [Specific Project or Task] have made a significant impact on our team's success. Your leadership skills and positive attitude inspire others and create a welcoming environment for collaboration.

We are excited to see how you will continue to excel in your new role. Congratulations once again on this well-deserved promotion!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]