

Congratulations on Your Promotion!

Dear [Employee's Name],

We are thrilled to announce your well-deserved promotion to [New Job Title]. Your hard work, dedication, and outstanding performance have not gone unnoticed, and this recognition is a testament to your contributions to our team.

Your leadership and commitment have positively impacted our department, and we are excited to see how you will continue to excel in your new role. This promotion reflects our confidence in your abilities, and we are eager to support you as you take on these new responsibilities.

Please join us for a small celebration on [Date] at [Time] in [Location]. It's a great opportunity for us to honor your achievements and share in the joy of this milestone.

Congratulations once again! We look forward to your continued success.

Best regards,
[Your Name]
[Your Job Title]