

# Internal Promotion Notification

Dear [Employee's Name],

We are pleased to inform you that, effective [Effective Date], you have been promoted to the position of [New Position Title]. Your hard work, dedication, and contributions to our team have not gone unnoticed, and we are excited to see you take on new responsibilities.

Your new duties will include [Brief Description of New Responsibilities]. We have every confidence that you will excel in your new role.

Congratulations on your well-deserved promotion! Please do not hesitate to reach out if you have any questions regarding your new position.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]