

# Leadership Transition Announcement

Date: [Insert Date]

Dear Team,

I am pleased to announce the promotion of [Employee Name] to the position of [New Position Title], effective [Effective Date]. [Employee Name] has been with [Company Name] for [duration] and has consistently demonstrated exceptional leadership and commitment to our goals.

In this new role, [Employee Name] will be responsible for [brief description of responsibilities]. I am confident that [his/her/their] experience and passion will guide our team to further success.

Please join me in congratulating [Employee Name] on this well-deserved promotion. I encourage everyone to support [him/her/them] as [he/she/they] transitions into this new role.

Thank you for your attention.

Best regards,

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