

Performance-Based Promotion Announcement

Date: [Insert Date]

To all employees,

We are pleased to announce the promotion of [Employee's Name] to the position of [New Position] effective [Effective Date]. This promotion is a result of [his/her/their] outstanding performance, dedication, and contribution to our team and the overall success of [Company Name].

[Employee's Name] has consistently demonstrated [mention specific achievements or qualities], and we are confident that [he/she/they] will continue to excel in [his/her/their] new role.

Please join us in congratulating [Employee's Name] on this well-deserved promotion. We are excited to see what the future holds for [him/her/them] in [his/her/their] new position.

Best Regards,

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