

Promotion Announcement

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Promotion Announcement

Dear [Employee's Name],

We are pleased to announce your promotion to the position of [New Position Title] effective [Effective Date]. This decision reflects your hard work, dedication, and the significant contributions you have made to our team.

In your new role, you will be responsible for [briefly outline new responsibilities or expectations]. We are confident that you will excel in this position and continue to be a valuable asset to our organization.

Congratulations on this well-deserved promotion. We look forward to your continued success in your new position.

Best regards,

[Your Name]

[Your Position]

[Company Name]