

Promotion Announcement

Date: [Insert Date]

Dear Team,

We are excited to announce the promotion of **[Employee Name]** to the position of **[New Position]**, effective **[Effective Date]**. Over the past **[Duration]**, [Employee Name] has demonstrated exceptional performance, leadership, and dedication to our organization.

In this new role, [he/she/they] will be responsible for [briefly outline responsibilities or goals]. We are confident that [Employee Name] will continue to drive our success and inspire our team.

Please join us in congratulating [Employee Name] on this well-deserved promotion!

Best regards,

[Your Name]
[Your Position]