

Promotion Notification

Dear [Team Member's Name],

We are pleased to inform you that, due to your exceptional performance and dedication to your work, you have been promoted to the position of [New Position Title], effective [Effective Date].

Your hard work and commitment have not gone unnoticed, and we believe you are well-suited for this new role. We look forward to your continued contributions and leadership in the team.

Congratulations on this well-deserved promotion!

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]