

# Colleague Elevation Announcement

Dear Team,

We are pleased to announce that **[Colleague's Name]** has been elevated to the position of **[New Position]**, effective **[Effective Date]**.

**[Colleague's Name]** has been an integral part of our team, contributing greatly to our success with their skills in **[Mention Key Skills/Contributions]**. We are confident that they will excel in this new role and continue to drive our team towards greater achievements.

Please join us in congratulating **[Colleague's Name]** on this well-deserved promotion!

Best regards,  
[Your Name]  
[Your Position]