

Internal Promotion Announcement

Dear Team,

We are thrilled to announce that **[Employee Name]** has been promoted to the position of **[New Position]** effective **[Date]**.

Throughout their time with us, **[Employee Name]** has consistently demonstrated exceptional skill and dedication to their work. Their leadership qualities and commitment to our team have played a significant role in our success.

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

Best regards,

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