

# Staff Advancement Announcement

Dear Team,

We are excited to announce the advancement of **[Employee's Name]** to the position of **[New Position]** effective **[Effective Date]**.

**[Employee's Name]** has been a valuable member of our team since **[Start Date]** and has consistently demonstrated exceptional skills in **[Key Skills/Contributions]**.

Please join us in congratulating **[Employee's Name]** on this well-deserved promotion. We look forward to seeing the continued positive impact they will make in their new role.

Thank you,

[Your Name]

[Your Position]

[Company Name]