

Team Member Promotion Update

Date: [Insert Date]

To: [Team Name]

From: [Your Name]

Subject: Promotion Announcement

Dear Team,

I am pleased to announce the promotion of [Employee's Name] to the position of [New Position] effective [Effective Date]. Over the past [Time Period], [Employee's Name] has consistently demonstrated exceptional skills and professionalism, contributing significantly to our team's success.

[He/She/They] has taken on additional responsibilities and shown remarkable leadership qualities that have made a positive impact on our projects and team morale.

Join me in congratulating [Employee's Name] on this well-deserved promotion. We look forward to [his/her/their] continued contributions in this new role.

Best regards,

[Your Name]

[Your Job Title]