

Team Announcement

Dear Team,

We are excited to announce the promotion of **Employee Name** to the position of **New Position Title** effective **Effective Date**.

In their time with us, **Employee Name** has demonstrated exceptional skills in *specific skills or contributions* and has consistently gone above and beyond to help our team succeed.

We believe that this new role will allow **Employee Name** to further develop their skills and contribute even more to our organization.

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

Best regards,

Your Name
Your Position
Company Name