

Announcement of Internal Promotion

Dear Team,

We are excited to announce that **[Employee Name]** has been promoted to **[New Position]** effective **[Effective Date]**.

has been a valuable member of our team since **[Start Date]** and has consistently demonstrated exceptional skills and dedication. We believe that **[he/she/they]** will excel in this new role and continue to contribute to our team's success.

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

Best Regards,
[Your Name]
[Your Position]