

Internal Promotion Briefing

Date: [Insert Date]

Dear [Stakeholder's Name],

I am pleased to announce the promotion of [Employee's Name] to the position of [New Position] effective [Effective Date]. This decision reflects [Employee's Name]'s dedication and contributions to our team and organization.

[Briefly describe the employee's accomplishments and experience relevant to the new role.]

As [New Position], [Employee's Name] will be responsible for [list key responsibilities], and we are confident that [he/she/they] will excel in this capacity and drive our continued success.

We encourage you to support [Employee's Name] in this new role and share your insights and feedback as we move forward.

Thank you for your continued support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]