

Internal Promotion Declaration

Date: [Insert Date]

To: [Employee Name]

From: [Management Name/Title]

Subject: Internal Promotion Announcement

Dear [Employee Name],

We are pleased to announce your promotion to [New Position Title] effective [Effective Date]. This decision was made in recognition of your hard work, dedication, and contributions to the [Department/Team Name].

Your new responsibilities will include [Brief Description of New Responsibilities]. We are confident that you will excel in this new role and continue to be an integral part of our team.

Congratulations on this well-deserved promotion! We look forward to your continued success at [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]