

Internal Promotion Announcement

Dear Team,

We are excited to announce the promotion of **[Employee Name]** to the position of **[New Position]**, effective **[Effective Date]**. In this new role, [he/she/they] will be responsible for [list new responsibilities].

[Employee Name] has been with us for [duration] and has consistently demonstrated [mention key achievements or qualities]. We believe that [his/her/their] skills and experience will greatly contribute to the success of our team moving forward.

Please join us in congratulating [Employee Name] on this well-deserved promotion. We are confident that [he/she/they] will excel in [his/her/their] new role and continue to make a positive impact on our organization.

Thank you for your continued support.

Best regards,

[Your Name]
[Your Position]