

Internal Promotion Announcement

Dear Team,

We are excited to announce that **[Employee Name]** has been promoted to **[New Position]** effective **[Date]**. This decision reflects their hard work, dedication, and contributions to our team.

In their new role, **[Employee Name]** will take on additional responsibilities, including **[Brief Description of Responsibilities]**. We are confident that they will excel in this position.

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

Best regards,

[Your Name]
[Your Position]