

Internal Promotion Announcement

Dear Team,

We are excited to announce the promotion of **Employee Name** to the position of **New Job Title**, effective **Effective Date**.

Since joining us in **Start Date**, **Employee Name** has demonstrated exceptional skills in **Key Skills/Attributes** and has made significant contributions to our team, including **Notable Achievements**.

Please join us in congratulating **Employee Name** on this well-deserved promotion. We are confident that they will continue to exceed our expectations in their new role.

Best regards,

Your Name
Your Job Title
Company Name