

# Internal Promotion Notification

Dear Team,

We are excited to announce the promotion of **[Employee Name]** to the position of **[New Position]**, effective **[Effective Date]**.

**[Employee Name]** has been with us for **[Duration]** and has consistently demonstrated outstanding performance and dedication. In their new role, **[he/she/they]** will be responsible for **[Brief Description of Responsibilities]**.

We believe this promotion is well-deserved and will greatly benefit our team and the company as a whole. Please join us in congratulating **[Employee Name]** on this achievement!

Thank you,

**[Your Name]**

**[Your Position]**

**[Company Name]**