

Internal Promotion Announcement

Dear Team,

We are pleased to announce the promotion of **[Employee Name]** to the position of **[New Position]** within our department. This decision is a testament to their hard work, dedication, and exceptional contributions to our team.

Effective **[Effective Date]**, **[Employee Name]** will assume their new responsibilities, which include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We are excited to see **[Employee Name]** thrive in this new role and encourage everyone to extend their congratulations. Let's continue to support one another as we move forward.

Best regards,

[Your Name]
[Your Position]
[Department Name]