

# Congratulations on Your Promotion!

Dear Team,

We are thrilled to announce the promotion of **[Employee Name]** to the position of **[New Position]**. This is a significant milestone in their career, and we could not be more proud of their dedication and hard work.

Join us in celebrating this achievement and the positive impact **[Employee Name]** will undoubtedly have in their new role.

Let's all extend our congratulations and support as they take on this exciting challenge!

Best regards,  
**[Your Name]**  
**[Your Position]**