

# Internal Announcement

Date: [Insert Date]

Dear Team,

We are excited to announce the promotion of [Employee Name] to the position of [New Position] effective [Promotion Date]. [Employee Name] has shown exceptional dedication and leadership in their role as [Current Position] and has contributed significantly to our team's success.

In their new role, [Employee Name] will be responsible for [Briefly outline new responsibilities]. We are confident that they will continue to excel and drive positive results for our organization.

Please join us in congratulating [Employee Name] on this well-deserved promotion!

Best regards,  
[Your Name]  
[Your Position]