

# Announcement of Promotion

Dear Team,

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

**[Employee's Name]** has been with us for **[Duration of Employment]** and has consistently demonstrated exceptional capabilities in their role as **[Current Position]**.

In their new role, **[Employee's Name]** will be responsible for **[Brief Description of Responsibilities]**. We are confident that they will bring the same dedication and excellence that they have shown thus far.

Congratulations to **[Employee's Name]** on this well-deserved promotion. Please join us in congratulating them on this achievement!

Best regards,

**[Your Name]**  
**[Your Position]**  
**[Company Name]**