

Promotion Announcement

Dear Team,

We are pleased to announce that **[Employee Name]** has been promoted to the position of **[New Position]**, effective **[Effective Date]**.

has been with our company for **[Duration]** and has consistently demonstrated exceptional performance, dedication, and leadership. We are confident that they will continue to excel in their new role.

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

Best regards,

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