

Subject: Exciting News About Your Role Advancement

Dear [Employee's Name],

We are pleased to inform you that due to your hard work, dedication, and outstanding performance, you have been promoted to [New Job Title] effective [Effective Date].

This new role will include [brief description of new responsibilities and expectations]. We believe that your skills and contributions will greatly enhance our team and lead to continued success.

Congratulations on this well-deserved achievement! Please feel free to reach out if you have any questions regarding your new role.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]