

Internal Promotion Announcement

Dear Team,

We are excited to announce that **[Team Member's Name]** has been promoted to **[New Position]** effective **[Effective Date]**.

During their time in the role of **[Previous Position]**, **[Team Member's Name]** has shown exemplary skills in **[Key Skills or Contributions]** and has played a crucial role in **[Specific Projects or Achievements]**.

We are confident that **[Team Member's Name]** will excel in this new role and continue to contribute positively to our team. Please join us in congratulating **[Team Member's Name]** on this well-deserved promotion!

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]