

# Promotion Announcement

Dear Team,

We are thrilled to announce the promotion of **[Employee Name]** to the position of **[New Job Title]** effective **[Effective Date]**.

[Employee Name] has been an invaluable member of our team, demonstrating exceptional skills and dedication in their role as **[Previous Job Title]**. Their hard work and commitment to excellence have significantly contributed to our success.

Please join us in congratulating **[Employee Name]** on this well-deserved promotion. We are excited to see the continued impact **he/she/they** will make in **[New Job Title]**.

Best regards,

**[Your Name]**  
**[Your Job Title]**  
**[Company Name]**