

Subject: Congratulations on Your Promotion!

Dear [Employee Name],

We are pleased to announce your promotion to the position of [New Position Title], effective [Effective Date]. This decision is a reflection of your hard work, dedication, and the outstanding contributions you have made to our team.

In your new role, you will be responsible for [brief description of new responsibilities]. We are confident that you will excel and continue to positively impact our organization.

Please join us for a small celebration on [Date] at [Time] in [Location] to honor your achievements and this well-deserved promotion.

Congratulations once again! We look forward to seeing all the great things you will accomplish in your new role.

Best regards,

[Your Name]

[Your Position]

[Company Name]