

Announcement of Personal Achievement

Dear [Recipient's Name],

I am excited to share that I have recently been promoted to [New Job Title] at [Company Name]. This new role marks a significant personal achievement for me, and I am grateful for the support of my colleagues and mentors throughout my journey.

In my new position, I look forward to [briefly describe what you plan to do in your new role] and continuing to contribute to our team's success.

Thank you for your encouragement and support. I am thrilled about this new chapter in my career!

Best regards,
[Your Name]
[Your Contact Information]