

Internal Job Promotion Notification

Dear Team,

We are pleased to announce that **[Employee Name]** has been promoted to **[New Job Title]** effective **[Effective Date]**. This promotion is a recognition of **[his/her/their]** hard work, dedication, and outstanding contributions to our team.

In **[his/her/their]** new role, **[Employee Name]** will be responsible for **[briefly describe new responsibilities]**. We are confident that **[he/she/they]** will continue to excel and bring new ideas to the table.

Join us in congratulating **[Employee Name]** on this well-deserved promotion!

Best regards,
[Your Name]
[Your Job Title]
[Company Name]