

Departmental Briefing: Job Promotion Update

Dear Team,

I hope this message finds you well. I am pleased to announce an exciting update regarding our team structure.

Effective [Insert Date], [Employee Name] has been promoted to [New Position]. [He/She/They] has been an invaluable member of our team since [Insert Start Date] and has consistently demonstrated excellence in [Insert Relevant Skills/Accomplishments].

In [his/her/their] new role, [Employee Name] will be responsible for [briefly outline new responsibilities or projects]. We are confident that [his/her/their] leadership will greatly benefit our department and contribute to our goals.

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

Thank you for your attention, and we look forward to our ongoing collaboration.

Best regards,

[Your Name]
[Your Position]