

# Promotion Announcement

Date: [Insert Date]

Dear [Staff Member's Name],

We are thrilled to inform you that you have been promoted to the position of [New Position Title] at [Establishment Name], effective [Start Date of New Position]. This decision comes in recognition of your hard work, dedication, and outstanding performance in your previous role as [Current Position Title].

Your contributions to our team have not gone unnoticed, and we believe that you will excel in your new position, taking on additional responsibilities and challenges that will help advance your career.

Your new salary will be [New Salary], and you will report directly to [Supervisor's Name]. We are excited about this new chapter in your career with us and look forward to your continued success.

Congratulations on this well-deserved promotion!

Sincerely,

[Your Name]

[Your Position]

[Establishment Name]