

# Promotion Announcement

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Promotion Announcement

Dear [Employee's Name],

We are pleased to announce your promotion to the position of [New Position] effective [Effective Date]. This decision reflects our recognition of your hard work, dedication, and the significant contributions you have made to [Company's Name].

In your new role, you will be responsible for [List Key Responsibilities]. We believe that your skills and experience will help us achieve our goals and drive success.

Here are some expectations for your new role:

- [Expectation 1]
- [Expectation 2]
- [Expectation 3]

We are excited to see you grow in this new position and look forward to your continued contributions to our team.

Congratulations on your well-deserved promotion!

Best Regards,

[Manager's Name]

[Manager's Title]

[Company's Name]