

# Team Announcement

Dear Team,

I am excited to share some great news with you! As part of our commitment to recognizing outstanding contributions and promoting from within, I am pleased to announce that **[Employee's Name]** has been promoted to **[New Position]**, effective **[Effective Date]**.

**[Employee's Name]** has consistently demonstrated exceptional leadership skills, dedication, and a commitment to our team's success. In their new role, they will be responsible for **[Brief description of new responsibilities]**.

Please join me in congratulating **[Employee's Name]** on this well-deserved promotion. I am confident that under their guidance, our team will continue to thrive and achieve great things.

Thank you for your continued dedication and hard work.

Best regards,

**[Your Name]**  
**[Your Position]**