

# Employee Promotion Announcement

Date: [Insert Date]

Dear Team,

We are pleased to announce the promotion of [Employee's Name] to the position of [New Position] effective [Effective Date]. [He/She/They] has been with [Company Name] for [Duration] and has consistently demonstrated exceptional performance and dedication to our team.

[Employee's Name] will now be responsible for [Brief Description of New Responsibilities]. We are confident that [he/she/they] will excel in this new role and continue to contribute positively to our organization.

Let us all extend our congratulations to [Employee's Name] on this well-deserved promotion. We look forward to [his/her/their] continued success and leadership.

Best regards,

[Your Name]  
[Your Position]  
[Company Name]