

Staff Announcement

Dear Team,

We are pleased to announce that **[Colleague's Name]** has been promoted to **[New Position]**, effective **[Effective Date]**. This promotion is a result of their hard work, dedication, and exceptional performance.

We encourage you to join us in congratulating **[Colleague's Name]** on this well-deserved achievement. We look forward to their continued contributions in their new role.

Thank you for your attention.

Best regards,

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