

Promotion Announcement

Date: [Insert Date]

Dear [Employee's Name],

It is with great pleasure that I announce your promotion to [New Position] effective [Effective Date]. Your hard work, dedication, and contributions to our team have not gone unnoticed.

Your [specific achievements or qualities, e.g., leadership, innovation, teamwork] have greatly impacted our organization, and we are grateful for your commitment. You consistently go above and beyond, and this promotion is a recognition of your outstanding abilities and achievements.

We are excited to see how you will further excel in your new role, and we have no doubt that you will continue to inspire and lead our team to success.

Congratulations on this well-deserved promotion!

Best regards,

[Your Name]

[Your Position]

[Company Name]