

Subject: Promotion Announcement: [Employee Name] to [New Job Title]

Dear [Department/Team Name],

I am pleased to announce the promotion of [**Employee Name**] to the position of [**New Job Title**], effective [**Date**].

During their time with the [**Current Department**] team, [Employee Name] has demonstrated exceptional skill in [Key Skill 1] and [Key Skill 2]. Their ability to collaborate across different functions has been instrumental in the success of projects such as [Project Name].

In this new cross-functional role, [Employee Name] will be responsible for:

- Bridging communication between [Department A] and [Department B].
- Leading collaborative initiatives for [Specific Process or Goal].
- Optimizing workflows across [Specific Teams].

[Employee Name] will now report to [Manager Name] in the [New Department/Division].

Please join me in congratulating [Employee Name] on this well-deserved promotion and wishing them continued success in this expanded capacity.

Best regards,

[Your Name]

[Your Title]

[Company Name]