

To: All Employees

From: [Name of Sender/Management]

Date: [Date]

Subject: Promotion Announcement: [Employee Name]

Dear Team,

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

[Employee Name] joined [Company Name] in [Year] and has been a vital part of the [Department Name] team. During their time as [Previous Title], they have achieved significant results, including [mention 1-2 key accomplishments].

In this new role, [Employee Name] will be responsible for [brief description of new duties]. We are confident that they will bring the same level of dedication and excellence to this position that they have shown throughout their career here.

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

Best regards,

[Signature Name]

[Job Title]