

To: All Employees

From: [Name of Sender]

Date: [Date]

Subject: Promotion Announcement: [Name of Executive]

Dear Team,

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

Since joining [Company Name] in [Year], [Name] has been a key contributor to our success. In their previous role as [Former Title], they were instrumental in [mention one or two key achievements or projects]. Their leadership, dedication, and strategic vision have consistently helped drive our company goals forward.

In this new executive role, [Name] will be responsible for [list primary responsibilities, e.g., overseeing the operations department, leading international expansion, or heading the technology division]. They will report directly to [Name/Title of Supervisor].

We are confident that [Name] will continue to excel in this new capacity and play a vital role in our future growth. Please join me in congratulating [Name] on this well-deserved promotion and wishing them continued success.

Best regards,

[Your Name]

[Your Title]

[Company Name]