Dear Team,

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

During their time as **[Previous Job Title]**, **[Employee Name]** has demonstrated exceptional dedication and has contributed significantly to our success by **[mention a brief achievement or skill]**. In this new role, they will be responsible for **[briefly mention new responsibilities]**.

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

Best regards,

[Your Name]
[Your Title]
[Company Name]