Dear Team,

It is with great pleasure that I announce the promotion of **[Name of Executive]** to the position of **[New Job Title]**, effective **[Date]**.

Since joining **[Company Name]**, **[First Name]** has played a key role in our success. During their time as **[Previous Title]**, they have **[mention 1-2 key achievements or contributions]**. This promotion recognizes their leadership, dedication, and the significant impact they have made on our organization.

In this new role, **[First Name]** will be responsible for **[briefly describe new responsibilities or departments they will lead]**. We are confident that their vision and expertise will continue to drive our company forward as we work toward our strategic goals.

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

Best regards,

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