Dear Team,

I am pleased to announce the promotion of **[Employee Name]** to the position of **Department Manager** for the **[Department Name]** department, effective **[Date]**.

Since joining the company, **[Employee Name]** has demonstrated exceptional leadership, dedication, and a deep understanding of our goals. In this new role, they will be responsible for overseeing daily operations, leading the team, and driving **[Specific Department Goal]**.

Please join me in congratulating **[Employee Name]** on this well-deserved promotion. We look forward to the continued growth and success of the department under their leadership.

Best regards,

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