Dear Team,

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

During their time with **[Company Name]**, **[Employee Name]** has demonstrated exceptional leadership skills, a strong work ethic, and a deep commitment to our team's success. In this new role, they will be responsible for overseeing daily operations, guiding team projects, and supporting the professional growth of each team member.

We are confident that **[Employee Name]** will excel in this leadership capacity and help drive our department toward achieving its goals.

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

Best regards,

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