To: All Staff

From: [Name of Sender/CEO]

Date: [Date]

Subject: Promotion Announcement: [Name of Employee]

Dear Team,

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

Since joining [Company Name] in [Year], [Employee Name] has been a vital part of our success. During their time as [Previous Title], they have [List 1-2 major accomplishments or contributions]. This promotion recognizes their leadership, dedication, and the significant impact they have made on our organization.

In this new senior management role, [Employee Name] will be responsible for [Briefly describe new responsibilities or departments they will oversee]. They will report directly to [Manager Name/Title].

We are confident that [Employee Name] will continue to lead us toward our goals in this new capacity. Please join me in congratulating them on this well-deserved advancement and offering your full support as they transition into their new role.

Best regards,

[Signature Name]
[Title]
[Company Name]