Dear Team,

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

This promotion comes in recognition of **[Employee Name]**'s outstanding contributions and dedication to the team. Over the past **[Time Period]**, they have demonstrated exceptional skills in **[Key Achievement or Skill]** and have consistently exceeded our expectations.

In this new role, **[Employee Name]** will be responsible for **[Brief Description of New Responsibilities]**. We are confident that they will continue to be a vital asset to our organization and help drive our future success.

Please join me in congratulating **[Employee Name]** on this well-deserved advancement and wishing them the best of luck in their new role.

Best regards,

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