Dear Team,

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

Since joining the team as **[Previous Job Title]**, **[Employee Name]** has been a key contributor to our success. In particular, their work on **[Project/Achievement]** demonstrated the leadership and expertise required for this next step in their career.

In this new role, **[Employee Name]** will be responsible for **[List 1-2 primary responsibilities]**. They will continue to report to **[Manager Name]**.

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

Best regards,

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