Dear Team,

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

Since joining **[Company Name]**, **[Employee Name]** has been a valuable member of the **[Former Department Name]** team. During their time there, they achieved **[Brief mention of a key accomplishment or project]**. Their dedication and skills make them an excellent fit for this new challenge.

In this new role, **[Employee Name]** will be responsible for **[Brief description of primary responsibilities]**. We are confident that they will bring the same level of excellence to the **[New Department Name]** team as they did in their previous role.

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

Sincerely,

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