Dear Team,

I am pleased to announce that **[Employee Name]** has been officially appointed to the permanent position of **[Job Title]**, effective **[Date]**.

As many of you know, **[Employee Name]** has been serving in this role on an interim basis since **[Month/Year]**. During this time, they have demonstrated exceptional leadership, particularly in **[mention 1-2 specific achievements or projects]**. Their dedication and expertise have been vital to our team's continued success.

In this permanent capacity, **[Employee Name]** will continue to oversee **[mention primary responsibilities]** and report to **[Manager Name/Title]**.

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

Best regards,

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