Dear Team,

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

Since joining **[Department Name]** as **[Previous Job Title]**, **[Employee Name]** has been an integral part of our success. During their time in their previous role, they have demonstrated exceptional skills in **[List 1-2 key achievements or strengths]**.

In this new role, **[Employee Name]** will be responsible for **[Briefly describe new responsibilities]**. We are confident that their experience and dedication will continue to drive our team forward.

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

Best regards,

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