Date: [Date]

To: All Staff, [Department Name]

Subject: Promotion Announcement: [Employee Name]

Dear Team,

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

[Employee Name] joined our department in [Year] as a [Former Title]. During their time here, they have demonstrated exceptional leadership, a deep understanding of our operations, and a commitment to our team's success. Most recently, they were instrumental in [mention a brief achievement or project].

In this new role, [Employee Name] will be responsible for overseeing [mention 1-2 key responsibilities or specific teams]. We are confident that their expertise will help drive our department forward.

Please join me in congratulating [Employee Name] on this well-deserved promotion and supporting them in their new leadership role.

Best regards,

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