

Subject: Promotion Announcement: [Employee Name]

Dear Team,

I am pleased to announce the promotion of **[Employee Name]** to the position of **[New Job Title, e.g., Senior Talent Acquisition Partner]**, effective **[Date]**.

Since joining the team, [Employee Name] has played a vital role in our hiring success. Their commitment to finding top talent and improving our recruitment processes has significantly impacted our company's growth. Specifically, they have [mention one or two key achievements].

In this new role, [Employee Name] will take on additional responsibilities, including [mention 1-2 new duties, e.g., leading executive searches or overseeing university relations].

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

Best regards,

[Your Name]

[Your Title]

[Company Name]