

[Date]

To: All Staff / [Department Name]

From: [Sender Name/Management]

Subject: Announcement: Promotion of [Employee Name]

Dear Team,

We are pleased to announce the promotion of **[Employee Name]** to the position of **[New Job Title]**, effective **[Effective Date]**.

Since joining the HR team as a Consultant, [Employee Name] has demonstrated exceptional dedication to our staff and has been instrumental in [mention one or two key achievements, e.g., streamlining our recruitment process or improving employee engagement].

In this new role, [Employee Name] will be responsible for [list brief responsibilities, e.g., overseeing departmental strategy and managing senior-level relations]. We are confident that [he/she/they] will continue to be a vital asset to our organization in this elevated capacity.

Please join us in congratulating [Employee Name] on this well-deserved promotion and wishing [him/her/them] continued success in this new chapter.

Best regards,

[Signature]

[Sender Name]

[Sender Title]