

[Date]

To: [Department Name/All Staff]

Subject: Promotion Announcement: [HR Advisor Name]

Dear Team,

I am pleased to announce that **[HR Advisor Name]** has been promoted to the position of **[New Job Title, e.g., Senior HR Business Partner]**, effective **[Date]**.

Over the past [Number] years, [Name] has been a dedicated resource for our team, providing exceptional support in [mention 1-2 key areas, e.g., employee relations and recruitment]. While we will miss their daily presence in their former role, we are excited to see them take this next step in their career within our organization.

**Transition Details:**

- **Primary Point of Contact:** Until a permanent replacement is named, please direct all HR inquiries to [Name of Interim Contact] at [Email Address/Phone].
- **Open Projects:** [Name] will be finalizing [Project A] and [Project B] before fully transitioning to their new responsibilities.
- **Records and Requests:** All ongoing personnel requests have been handed over to the [Department Name] team to ensure no disruption in service.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]