

To: All Staff

From: [Name of Sender]

Date: [Date]

Subject: Announcement: Promotion of [Employee Name]

Dear Team,

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

Since joining our company, [Employee Name] has served as our Head of Staffing Services with exceptional dedication. During their tenure, they have successfully [mention one or two key achievements, e.g., streamlined our recruitment process and improved candidate quality].

In this new role, [Employee Name] will be responsible for [briefly describe new responsibilities]. This promotion is a reflection of their hard work, leadership, and the significant impact they have made on our organization.

Please join me in congratulating [Employee Name] on this well-deserved advancement. We look forward to their continued success in this new capacity.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]