

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, e.g., Senior Manager of Employee Relations / Director of People Operations]**, effective **[Start Date]**.

Since joining the team as our Employee Relations Manager, [Employee Name] has demonstrated exceptional dedication to fostering a positive workplace culture and resolving complex organizational challenges. Their commitment to employee well-being and fair practice has been instrumental in our company's recent growth.

In this new leadership role, [Employee Name] will be responsible for [Briefly list 1-2 new responsibilities, e.g., overseeing the national HR strategy and managing the regional relations team].

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

Best regards,

[Your Name]

[Your Title]

[Company Name]