

Dear Team,

I am pleased to announce the promotion of **[Employee Name]** to the position of **HR Operations Manager**, effective **[Date]**.

Since joining **[Company Name]**, **[Employee Name]** has demonstrated exceptional leadership and a deep understanding of our human resources processes. In this new role, they will be responsible for overseeing payroll administration, benefits management, HR compliance, and streamlining our internal workflows to better serve our employees.

**[Employee Name]** has been instrumental in **[mention a brief achievement or project]**, and we are confident that their expertise will continue to strengthen our HR department.

Please join me in congratulating **[Employee Name]** on this well-deserved promotion and supporting them in their new responsibilities.

Best regards,

**[Your Name]**  
**[Your Title]**  
**[Company Name]**