



Dear [Company Name] Team,

I'm incredibly excited to announce the promotion of [Employee Name] to the role of [New Position], [Department Name]!

[Employee Name] has been with [Company Name] for [Employment Period]. [She/He/They] began their work at the company as [Previous Position] and has played a critical role in [List 1-2 accomplishments]. Their superb [1-2 skills] have driven outstanding results and contributed to our growth as a company.

Now, [Employee Name] will be bringing [her/his/their] expertise to our [New Team Name] to [list key responsibilities].

[Her/His/Their] first day as [New Position] will be [\[Date\]](#).

If you have any questions about [Employee's Name]'s new role and how it will impact your working relationship, please reach out to [Contact Name/Department] at [Email].

Please join me in wishing [Employee Name] the best of luck and in celebrating this incredible milestone!

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Share Your Thoughts!

