

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Title]

[Department]

Dear Team,

I am pleased to announce that [Employee's Name] has been promoted to [New Position] effective [Effective Date]. In their previous role as [Previous Position], [Employee's Name] has demonstrated exceptional skills in [mention key responsibilities or achievements], making a significant impact on our team's success.

[Employee's Name] will be responsible for [new responsibilities or projects], and I am confident that they will continue to excel and bring valuable contributions to our company.

Please join me in congratulating [Employee's Name] on this well-deserved promotion.

Best regards,

[Your Name]

[Your Title]

[Your Company]