Employee Promotion Announcement Template

Dear [Company Name] Team,

We are delighted to announce the well-deserved promotion of [Employee's Name] to the role of [New Title]. In [Employee's Name] time with us, they have consistently displayed dedication, exceptional skills, and a commitment to [Company's Values or Mission]. Their new role will include [brief description of new responsibilities].

Please join us in congratulating [Employee's Name] on this significant achievement. Their continued contributions will undoubtedly elevate [Department/Team] to new heights.

Sincerely,