

Professional Announcement for Employee Replacement Due to Promotion

Dear Team,

We are pleased to announce that [Outgoing Employee Name] has accepted a new position as [New Position] within the organization. Consequently, their current role as [Job Title] will be filled by [Incoming Employee Name] effective [Start Date].

[Incoming Employee Name] brings [X] years of experience and is well-equipped to continue the department's success. We appreciate your support in making this a smooth transition.

Best regards,

[Manager Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/announcement-replacement-employee>