

Internal Promotion Appointment Letter

Subject: Promotion to Team Lead

Dear [Employee Name],

We are pleased to inform you that you have been promoted to the position of Team Lead in the [Department Name], effective [Date]. This promotion reflects your dedication, performance, and leadership within the company.

You will now be responsible for managing your team, overseeing projects, and mentoring junior staff. Kindly acknowledge your acceptance of this promotion by signing and returning this letter.

Congratulations on this well-deserved advancement!

Sincerely,

[Manager Name]

[Company Name]

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