

Digital notice of internal promotions

Subject: Staff Promotion Announcement

Dear Team,

We are delighted to announce that [Employee Name] has been promoted to [New Position], effective [Date]. Their dedication, performance, and leadership have been instrumental in our company's success.

Please join us in congratulating [Employee Name] on this well-deserved promotion. We look forward to their continued contributions.

Sincerely,

[Your Name]

[Position]

[Company Name]

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