

Promotion Announcement Letter From Manager

Subject: Exciting Career Advancement Opportunity

Hi [Employee Name],

I am thrilled to let you know that you have been promoted to [New Position] effective [Date]. Your hard work, leadership, and dedication have not gone unnoticed, and this promotion reflects the value you bring to the team.

I am confident you will continue to achieve great results in your new capacity. We are proud to have you as part of [Department/Team Name].

Best regards,

[Manager Name]

[Position]

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