

Casual new job announcement email to employees

Subject: Exciting News – New Role Announcement!

Hi Team,

I'm thrilled to share some good news. [Employee's First Name] has officially stepped into the role of [New Position Title], starting [Start Date]! This is a big step forward and a well-deserved promotion.

[Employee's Name] will now be focusing on [main responsibilities], and we're all excited to see the energy and fresh ideas they bring into this role. Make sure to drop them a message or stop by to congratulate them!

Cheers,

[Your Name]

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