

## Heartfelt promotion announcement letter

Subject: Celebrating [Employee's Name]'s Promotion

Dear Team,

It gives me immense joy to announce that [Employee's Full Name], who has been with our company for [X years], has been promoted to [New Position Title]. Over the years, [Employee's Name] has been a cornerstone of our success, contributing with dedication and passion.

This promotion is a recognition of their hard work and the positive impact they've had on our organization. We couldn't be prouder of [Employee's Name] and look forward to seeing their continued success in this new role.

Please join me in congratulating [Employee's Name] on this well-deserved achievement.

Warm regards,

[Your Name]

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