

Promotion Announcement Letter To Employees

[Your Company Logo]

[Company Name]

[Company Address]

[City, State, ZIP]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP]

Dear [Employee's Name],

Subject: Promotion Announcement

I am delighted to announce that, after careful consideration and evaluation, you have been selected for a well-deserved promotion to the position of [New Position Title] within [Department/Team], effective [Promotion Date].

This promotion is a testament to your outstanding dedication, hard work, and exemplary performance in your current role as [Current Position Title]. Your consistent commitment to [specific accomplishments/qualities that contributed to the promotion decision] has been truly commendable and has not gone unnoticed by both your colleagues and management.

In your new role, you will be responsible for [brief description of new responsibilities and expectations]. We are confident that you will excel in this position, just as you have consistently exceeded expectations in your previous role.

We believe that your skills, expertise, and positive attitude will continue to contribute to the success of our team and the overall growth of [Company Name]. Your promotion not only recognizes your individual achievements but also reflects our confidence in your potential to further contribute to our shared goals.

We look forward to witnessing your continued growth and success within our organization. Please

feel free to reach out to [Supervisor's Name], [Supervisor's Email], or [Supervisor's Phone Number] if you have any questions or require further information about your new role.

Congratulations once again on this significant achievement. We eagerly anticipate the positive impact you will undoubtedly bring to [Department/Team] and the broader [Company Name] community.

Best regards,

[Your Name]

[Your Title]

[Department]

[Company Name]

[Contact Information: Email and Phone Number]