

Standard promotion announcement email template

Subject: Congratulations to [Employee Name] on Their Well-Deserved Promotion

Dear Team,

I am delighted to announce that [Employee Name] has been promoted to [New Position Title], effective [Date]. This promotion recognizes [his/her/their] exceptional contributions, dedication, and outstanding performance over the past [time period].

In [his/her/their] new role, [Employee Name] will be responsible for [key responsibilities].

[He/She/They] will report directly to [Supervisor Name] and will continue to be based in [location/department].

[Employee Name] has consistently demonstrated [specific achievements or qualities], making [him/her/them] the ideal candidate for this position. We are confident that [he/she/they] will excel in [his/her/their] new responsibilities.

Please join me in congratulating [Employee Name] on this achievement. We look forward to [his/her/their] continued success and contributions to our organization.

Best regards,

[Your Name]

[Your Title]

Get more templates here:

<https://www.lettersandtemplates.com/letters/promotion-announcement-letter-to-employees>