

Casual department promotion announcement message

Subject: Big News - [Employee Name] is Moving Up!

Hi everyone,

Hope you're all having a great day! I've got some exciting news to share with you all.

Our very own [Employee Name] is getting promoted to [New Position]! This has been a long time coming, and honestly, it's about time we recognized all the amazing work [he/she/they] has been doing.

Starting [Date], you'll see [Employee Name] taking on [brief description of new role]. Don't worry though - [he/she/they] promised to still bring donuts on Fridays (just kidding, but we can hope!).

Let's all give [Employee Name] a warm congratulations when you see [him/her/them]. [He/She/They] definitely earned this one.

Cheers,

[Your Name]

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