

Formal Promotion Announcement Letter

Subject: Promotion Announcement

Dear Team,

We are pleased to announce the promotion of [Employee Name] to the position of [New Position] effective [Effective Date]. [Employee Name] has consistently demonstrated excellence and dedication, and we are confident they will excel in this new role.

Please join us in congratulating [Employee Name] on this well-deserved achievement.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Get more templates here:

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