

Informal Promotion Announcement Email

Subject: Exciting News â€“ [Employee Name] Gets Promoted!

Hi Team,

Weâ€™re thrilled to share that [Employee Name] has been promoted to [New Position] starting [Effective Date]. Their hard work, creativity, and leadership have been truly inspiring.

Let's all congratulate [Employee Name] and celebrate this achievement together!

Best,

[Your Name]

Get more templates here:

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