

Official Corporate Promotion Announcement Letter

Subject: Official Promotion Notification

Dear Colleagues,

We are pleased to officially announce the promotion of [Employee Name] to [New Position], effective [Effective Date]. This promotion recognizes [Employee Name]'s exceptional performance, leadership qualities, and dedication to our company's goals.

Please extend your support and congratulations as [Employee Name] transitions into this new role.

Regards,

[Your Name]

[Your Position]

[Company Name]

Get more templates here:

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