

Casual and quick email notification

Subject: Exciting News â€“ Your Promotion!

Hi [Employee Name],

Congratulations! We are thrilled to let you know that you have been promoted to [New Job Title] starting [Date]. Your hard work and dedication have truly paid off.

Please reach out to HR for any details regarding your new responsibilities and benefits. We look forward to seeing your continued success!

Best,

[Manager Name]

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