

Formal letter for official departmental communication

Subject: Promotion Announcement “ [Employee Name]

Dear Team,

We are excited to announce that [Employee Name] has been promoted to [New Job Title] effective [Date]. [He/She/They] have consistently demonstrated outstanding performance and leadership.

Please join us in congratulating [Employee Name] and supporting [him/her/them] in this new role.

Sincerely,

[Manager Name]

[Company Name]

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