Informal and friendly tone for remote staff

Subject: Your Promotion is Official!

Hello [Employee Name],

Fantastic news! You have been promoted to [New Job Title], effective [Date]. Your efforts, even from a remote location, have been outstanding and highly appreciated.

Please check your inbox for details on the next steps and updated responsibilities. Congratulations, and keep up the amazing work!

Cheers,

[Manager Name]

Get more templates here: https://www.lettersandtemplates.com/letters/promotion-notification-letter