

Cheerful and motivating email offering promotion

Subject: Congratulations on Your Promotion!

Hi [Employee's First Name],

We are absolutely thrilled to let you know that you've been promoted to [New Position]! Your hard work, creativity, and positive energy have not gone unnoticed, and we're so excited to see you thrive in this new role.

Starting from [Date], you'll officially step into your new responsibilities, and we're confident you'll bring the same passion and brilliance you've always shown. This is a big step forward, and we couldn't be happier to have you lead with us.

A big congratulations again—you've earned it!

Best regards,

[Your Name]

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