

Internal message announcing promotion of an employee

Subject: Exciting News – Promotion Announcement!

Dear Team,

I am delighted to announce that [Employee's Name] has been promoted to [New Position], effective [Date]. Over the past [time period], [Employee's Name] has consistently demonstrated outstanding performance, leadership, and commitment to our shared goals.

Please join me in congratulating [Employee's Name] on this well-earned achievement. We look forward to their continued contributions and leadership in this new role.

Best regards,

[Your Name]

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