## **Promotion Announcement Letter to Employees**

Subject: Promotion Announcement

Dear Team,

We are thrilled to announce the promotion of [Employee Name] to [New Position] effective [Date].

This promotion recognizes [Employee Name]'s dedication, hard work, and contributions to the company.

Please join us in congratulating [Employee Name] on this achievement.

Best regards,

[CEO/Manager Name]

[Company Name]

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