**Promotion Announcement**

Date:

To: All Employees

From:

Re: Promotion Announcement

We are pleased to announce the promotion of [Employee Name] to the position of [Job Title]. [Employee Name] joined [Company Name] in [year] and has served in the roles of [list Job Titles] most recently serving in the position of [Job Title].

This promotion recognizes the contributions [Employee Name] has made to [Company Name] during [his/her] tenure with the organization and is effective on [date]. Please join us in congratulating [Employee Name] as [he/she] takes on these new responsibilities.