

Internal Promotion Announcement Email

Subject: Welcoming [Full Name of the Employee] to [Department Name]

Dear All,

It is my pleasure to announce that **[Full Name of the Employee]** has been promoted as the new **[mention Job Title]** of the **[Department Name]**. This promotion will be effective from [mention Date].

[Employee's Full Name] has been associated with this company for the past **[Number of Years]**. He / She has worked as **[mention Employee's Previous Job Title]** in the **[Department Name]**. With his/her skills and abilities, he/she has helped the organization to complete many crucial projects. It is his/her hard work and expertise that made him/her earned this promotion.

If you have any queries regarding his/her appointment as **[mention Employee's New Job Title]**, feel free to contact **[me/HR Representative]**. I hope you all will welcome him/her to his/her new role and cooperate with him/her in every aspect.

Best Regards,

[Sender Name]

[Sender Contact Details]