

Promotion Announcement Email Example

Subject: Anna Merkel – Finance Director

Dear All,

On behalf of the executive management of Atlas Systems Ltd, I would like to announce that Anna Merkel is promoted from her old position of Finance Manager to the new position of Finance Director. This promotion will be effective from May 10, 2022.

Anna has been a key member of this company for the last six years. Her potential to devise various financial solutions and handling of the financial matters of different projects throughout her career is something that has always benefited the company. Her performance and her ability to work both as an individual and a team member are truly remarkable. Anna's passion for her work has made her able to earn this new position in the organization.

So I expect that you all will welcome her as the new Finance Director of Atlas Systems Ltd. I expect that you will congratulate her on her new job role and will never hesitate to cooperate with her in the future.

Feel free to contact me for any queries or information related to this promotion.

Best Regards,

[Sender Name]

[Sender Contact Details]