

# Promotion Announcement Email Sample

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**Subject: Michael Atherton - Executive Sales Manager**

Dear Employees,

We are excited to announce the promotion of Michael Atherton as the new Executive Sales Manager of Supreme Ltd. Michael's promotion will take effect from June 01, 2022.

Michael has been attached with Supreme Ltd. for the last 5 years. Previously, he worked as the Assistant Sales Manager of the company. His devotion and passion for the growth of the company are truly commendable. His expertise and courage to accept the new challenges had made him able to earn this new position.

We hope that you all will congratulate him on his new job role and wish him the best of luck. Moreover, we also expect you all to be more cooperative with him in his new position and responsibilities.

Feel free to contact me or the HR Representative regarding any queries related to this promotion.

Best,

[Sender Name]

[Sender Contact Details]