To all staff:

We are pleased to announce the promotion of \_\_(Name)\_\_ to the position of \_\_(type of position)\_\_. \_\_(Name)\_\_ came to us \_\_(right out of college/from…name of company/etc.)\_\_ and has been with our organization for \_\_(length of time)\_\_ now. \_\_(He/She)\_\_ has held various positions over the years with us including that of \_\_(list positions)\_\_.

With \_\_(his/her)\_\_ \_\_(education and)\_\_ experience, we believe \_\_(he/she)\_\_ will do a splendid job in this new role. In this position, \_\_(Name)\_\_ will now be in charge of \_\_(briefly describe what he/she will be in charge of)\_\_. \_\_(He/She)\_\_ will be responsible for \_\_(briefly describe what he/she will be responsible for)\_\_.

Please join us in congratulating \_\_(Name)\_\_ on \_\_(his/her)\_\_ promotion and wishing \_\_(him/her)\_\_ great success in this new position.

Sincerely,