Promotion Announcement Template (Text Only)

Here’s a generic letter that you can customize for your own promotion announcement. Add in the important details about the employee and what he or she brings to the new position.

Subject Line: Firstname Lastname- New Position

I am pleased to announce the promotion of [Firstname Lastname] from [Old Position] to [New Position]. [Firstname] has been with [Name of Company] for [X years] and has worked in [insert Names of Departments/Positions]. S/he will be gaining these new responsibilities [list].

[Firstname] attended [Name of University] and came to [Name of Company] after graduation.

During her/his tenure here, [Firstname] has implemented protocols which have improved efficiency in the [Name of departments] and has frequently been recognized for outstanding achievement.

Please join me in congratulating Firstname on her/his promotion and welcoming her/him to the New Department/Position.

Warm regards,

Name

Title