**Sample 2:**

***Subject Line:****Hugh Gough, Marketing Director*

*We are pleased to announce the promotion of****Hugh Gough****as one of the new Marketing Directors of the Corporate Marketing and Communications department of InfoTech. Hugh joined InfoTech a little over ten years ago, holding positions in the Sales and Logistics Departments over his stint with the company.*

*Hugh brings his extensive expertise and experience in Sales, Advertising and Marketing to his new role in the Marketing and Communications Department, and we are excited to see where he will lead the department – and the company – in his new position.*

*Please join us in welcoming Hugh to the Marketing and Communications Department, and in congratulating him on the promotion.*

*Regards,*

*Angel Stone*

*Human Resources Manager, InfoTech*