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Template for a promotion announcement email

The following template for a promotion announcement can help you write a practical, informative, and professional email.

Subject: [Name of the employee] Promotion to [their new position]

[Greeting],

[In one or two sentences, introduce the employee, including their old position and new position. Use positive language such as “excited” or “thrilled” to motivate other employees.]

[Briefly outline what influenced your decision to promote the individual by referring to situations where they excelled, their strongest professional traits, and the value they offer your team. Explain any key details about their upcoming responsibilities, specifying the date of their transition. Include information about changes in workflows or reporting structures.]

[Congratulate the employee again and encourage other employees to extend their support.]

[Closing phrase],

[Your name]

[Your title]

[Your organization]

Example of a promotion announcement email

Here’s an example of a promotion announcement that follows the above template:

Subject: Joe Smith Promotion to Content Manager

Dear All,

I am delighted to announce that the company is promoting Joe Smith to the role of Content Manager. Joe was previously working as a Content Assistant at The Wavewood Group for three years. During this time, he made excellent contributions to the team and pioneered various recent business developments.



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Joe has eight years of marketing experience he uses to surpass targets his targets regularly. We are confident he can continue to apply his attention to detail skills, leadership, and passion for our industry as he embraces this opportunity. Joe's new role begins August 15 and involves overseeing the content teams and their projects. He now reports to the Director of Marketing.

Please join me in congratulating Joe on his new role. We wish him the best of luck.

Sincerely,

Sally Jones

CEO

The Wavewood Group

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