

# How to announce an internal promotion through Email?

Employee internal promotions are important in the corporate world which shows how much we value the top-performing employees. Some companies may call a meeting and announce these promotions, while others may send an Email informing the team about these recent updates.

Below is a draft which we can use to share this pleasant news with the team.

**Subject-** Congratulations Mr/Mrs {Employee's Name} On your progression

Hi Team,

I'm excited to announce the promotion of [*Employee's name*] to {Department} to work as our new {Job Title}. His/Her first day in his/her New Position will be from {Date}.

In the past [*X years*], [*Employee's name*] has achieved immense things in [*previous team/department*] helping us [*list accomplishment*]. Now, [*he/she/they*] will bring [*his/her/their*] knowledge and expertise to [*new department*] to [*list responsibilities*]

I would like you guys to join me in congratulating [*Employee's name*] and wishing [*him/her*] best luck in [*his/her*] new role.

Best Wishes,

[Your Name]

[Your Designation]