**Employee Promotion Announcement Email**

| Subject: [Employee Name], Welcoming to [Department Name].  Dear [Employee Name],  We are writing this email to let you know that we are officially promoting you to the position of [Job Title] effective [date].  Your modified contract which includes new terms and conditions and remuneration package and benefit details are attached with this email.  You may contact your new supervisor, [supervisor's name], as you join your new role as [job title] within the [department name]. You can contact him at [phone number] or [email address].  Enjoy your new role at this transition phase. Please let me know if we could be of any help. We wish you all the best for your new position at [Company Name].  Regards,  [Signature] [Your Name]  [Designation] |
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| Subject: Welcoming [Employee Name] to the [Department name] department.  Dear [Employee Name],  I am really glad to announce the promotion of [employee name] to the [department name] department as the [job title]. He/She will begin to work from [date].  [Employee's first name] has accomplished a lot in [prior department] during the last [number] years. [He/she] has [insert list of achievements]. Now, [employee's first name] will be bringing [his/her] skills to [list responsibilities] in our [new department].  Please contact [me/HR representative's name] if you have any queries concerning [employee's first name new ]'s role and how it will influence your working relationship.  I'm hoping you'll join me in wishing [employee's first name] well and congratulating [him/her] on his/her new position!  Best,  [Your name here] |
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