
Inform Letter To Office

Dear Team,

I hope this message finds you well! I wanted to share some exciting news with you all.

I am thrilled to announce that I have been promoted to Marketing Manager, effective next month. This new role comes with increased responsibilities, and I am looking forward to working with you all to achieve even greater success for our department and company.

In light of this new development, I would like to invite you all to a celebratory gathering. We will be having a small get-together in the break room on Friday, June 20, 2024, at 3 PM. There will be snacks, drinks, and a chance for us to unwind and celebrate this achievement together.

Your support and collaboration have been instrumental in my growth, and I truly appreciate each one of you. I look forward to continuing our journey together in this new capacity.

Please feel free to drop by and join in the celebration. It will be a great opportunity to relax, chat, and enjoy some time together as a team.

Thank you for your attention, and I hope to see you all there!

Best regards,

Jessica Martinez

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