

Sample promotion announcement email

Dear West Wing Associates,

As you may be aware, there was an opportunity for a promotion to manager in the West Wing of this building. After careful consideration, we have decided to promote Debby from Accounting to the main office manager. They were previously working as a head data analyst and she has shown tremendous skill and growth within the company.

If you have any questions or concerns about this promotion, please feel free to contact me in my office.

Sincerely,

Mr. Hussel