
Subject: Jane Doe, Director of Marketing

We are excited to announce the advancement of Jane Doe to the Director of Marketing in the Corporate Communications department.

We are glad that she has completed 10 years in the company. During this time, she switched her responsibility from one field to other, and now we know that we always have her back in various domains, and this makes us a unique personality.

Jane, in this way, carries a wealth of experience to the Corporate Communications department, and we are amped up for her new job at the company.

Please go along with us inviting Jane to Corporate Communications and congratulating her on her appointment in the team of qualified people.

Best regards,

Marian Smith

Official Director, Corporate Communications