

Dear fellow staff,

I am pleased to announce to all of you that [name] has been promoted to [new role within the company].

[name] has worked here at [company's name] for [length of time], and was instrumental in [address some important work and/or achievement]. Aside from spending long hours in the office and taking on additional tasks, [name] showed his team spirit by simultaneously helping others improve their work output. We are happy to reward that kind of hard work and dedication.

Please join me in congratulating [name] on this exciting news.

*Best regards,
[supervisor name]
[company name]*