[Department Name]

[Organization Name]

Date:

**Subject: Promotion Announcement of Robert Edwards**

To All Staff Members,

It is our pleasure to announce the promotion of Robert Edwards from Junior Accounts Manager to the Accounts Manager. Robert is a qualified ACCA from Arizona State University who has been a part of [mention Organization Name] for the last 3 years. During these 3 years, he was a part of many projects and has always impressed us with his performance.

His hard work, expertise, and leadership skills have led us to take this decision. In his new role, he will be responsible for the management and performance of the Accounts Department. We would like to congratulate Robert on this great achievement with a party and wish him all the very best in the future. So, make sure to congratulate him on his success and don’t forget to join the part tomorrow after work hours.

Thanks!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]