Internal promotion announcement email template | Workable

**Email subject line:** Welcoming [*Employee’s name*] to [*team / department*]

Hi all,

I’m very pleased to announce that [*Employee’s name*] is [*transfering to Marketing to work as our new Social Media Analyst / being promoted to Senior Account Manager*]*.*

In the past [*2 years*], [*Employee’s name*] has achieved great things in [*previous team/department*] helping us [*maintain a fully functional website / provide excellent customer support*]. Now, [*he/she*] is going to bring [*his/her*] knowledge and experience to [*build new mobile apps / expand our customer base through new marketing channels*].

Please join me in congratulating [*Employee’s name*] and wishing [*him/her*] best luck in [*his/her*] new role.

Best,

[*Your name*]

[*Your email signature*]