

Internal Promotion Announcement Sample

Use email subject line: Welcoming Stan Lee to the Marketing Team!

Hi all,

I am very pleased to announce that Stan is transferring to the Marketing department to work as our new Social Media Analyst.

In the past 3 years, Stan has achieved great things with the sales team helping us to maintain a fully functional website by bridging the gap between the sales and marketing departments. He has put in extra hours and taken on more responsibility, his record with our customers and coworkers is impressive by far. Now, he will bring his deep knowledge and experience to expand our customer base through the use of new marketing channels.

If you have any queries about what Stan's new position might mean for your new working relationship, don't hesitate to direct any questions to me.

Please join me in sending Stan a big congratulations and wishing him the best of luck in his new role.

Best,
Hulk Hogan
Team Leader