Subject Line: Welcoming **[Employee’s Full Name]** to **[Department Name]**

Hi all,

I’m excited to announce the promotion of **[employee’s full name]** to the **[name]** department as our new **[job title]**! **[His/Her]** first day in **[his/her]** new position will be **[date]**.

In the past **[number]** years, **[employee’s first name]** has accomplished great things in **[previous department]**. **[He/She]** has **[list accomplishments]**. Now, **[employee’s first name]** will be bringing **[his/her]** expertise to our **[new department]** to **[list responsibilities]**.

If you have any questions about **[employee’s first name]**’s new role and how it will affect your working relationship, please don’t hesitate to contact **[me/HR representative’s name]**.

I hope you’ll join me in wishing **[employee’s first name]** the best of luck and welcoming **[him/her]** to **[his/her]** new role!

Best,

**[Your name]**