To,  
Name of Recipient (Example: Production Team)  
  
From:  
Name of Authorized Person  
  
Date:  
  
We are pleased to announce the promotion of Amy Mitchell to the position of product manager in the Hardware Manufacturing Division. Amy joined our team six years ago as an assistant technical support.  
  
During this tenure, she has also held the positions of floor specialist and senior sales manager.  
In this new position Amy will be in charge of hardware testing for industrial equipment. She will be responsible for researching and developing new technical products, that includes various projects with subcontractors and suppliers.  
  
Let us all congratulate Amy on her promotion and wish her continued success at our organization.  
  
Sincerely,  
Signature of authorized person,  
Designation of authorized person.