

[Opening]

Good [morning/afternoon/evening], everyone. Thank you for gathering here today. It's a moment of great pride and joy for us as we recognize and celebrate an exceptional achievement within our team.

[Introduction]

Today, we're delighted to announce the internal promotion of [Employee's Name] to the role of [New Position]. Over the years, [Employee's Name] has consistently demonstrated an outstanding level of dedication, expertise, and leadership that has significantly contributed to our team's success.

[Achievements Highlight]

[Employee's Name] has been with us for [number of years] years, starting as [starting position] and, through hard work and determination, has achieved remarkable milestones. From [mention specific achievements or projects] to [another achievement], each accomplishment stands as a testament to [his/her/their] unwavering commitment and talent.

[Personal Qualities]

What truly sets [Employee's Name] apart is not just [his/her/their] technical skills but also [his/her/their] ability to inspire and collaborate with everyone in the team. [He/She/They] bring not just solutions, but an infectious energy and a persistent can-do attitude.

[Closing]

Please join me in congratulating [Employee's Name] on this well-deserved promotion. We are excited to see how [he/she/they] will continue to lead and shine in [his/her/their] new role. Here's to more successes and milestones together!

Thank you.