To,  
Name of Recipient (Example: Sales Team)  
  
From:  
Name of Authorized Person  
  
Date:  
  
Subject: Promotion Announcement of James Brown as the new Sales Team Manager.  
  
We are very pleased to announce the promotion of James Brown to Sales Team Manager for the Jones and Jones Software Ltd. James has been with our company since the last 5 years as a Sales Assistant. Over these five years, James has also held the position of customer service coordinator for our Lakeview branch.  
  
Jame's performance in sales has been influential for Jones and Jones excellent record of customer relation, problem resolution, and on time customer delivery. James is known for his ability to be a team player and overcome problems during challenging times.  
  
The quality of dedication and customer satisfaction is very important for the company's long-term success. We look forward to James's ability to achieve the highest sales targets in his new role as our Sales Team Manager.  
  
Congratulations, James.  
  
Signature of authorized person,  
Designation of authorized person.