**To:** InfoTech Staff and Clients

**Subject:** Promotion Announcement – Hugh Gough

 Ladies and Gentlemen:

It is with great pleasure that I am announcing the promotion of ***Hugh Gough***as one of the new Marketing Directors of InfoTech.

Hugh has been with InfoTech for close to ten years, painstakingly climbing the ranks with his dedication and commitment to his work. Three out of those ten years were spent as a marketing manager, where he has shown exemplary performance, as shown in the annual sales and customer retention reports.

Hugh has always shown initiative in the performance of his duties, even going above and beyond what is expected of him, in order to ensure that InfoTech delivers quality customer service while producing the expected outputs, well before their respective deadlines. We expect this same level of dedication and commitment to be applied in his new position as one of the heads of the Marketing Department.

As a Marketing Director, Hugh will be more closely involved in the formulation of marketing plans, with particular focus on the two biggest projects of InfoTech – the Deuz Project and the highly anticipated MegaWide Project, a five-year undertaking expected to launch in the coming year. Of course, these are on top of any other concurrent marketing projects requiring his marketing expertise and leadership.

Let us all congratulate Hughon this promotion, and wish him luck for all his future undertakings.

Regards,

AngelStone

Human Resources Manager, InfoTech