Dear Staff,

I am pleased to announce the promotion of **[Employee Name]** to the position of **[Full Title, e.g., Director of Operations]**, effective **[Date]**.

Since joining **[Company Name]**, **[Employee Name]** has been a key contributor to our success. During their time as **[Previous Title]**, they have demonstrated exceptional leadership and played a vital role in **[mention a brief achievement or project]**.

In this new director-level role, **[Employee Name]** will be responsible for overseeing **[Department/Team Name]** and leading our strategic initiatives regarding **[Key Responsibility]**. We are confident that their experience and vision will help drive our continued growth.

Please join me in congratulating **[Employee Name]** on this well-deserved promotion and wishing them success in their new leadership role.

Best regards,

[Your Name]
[Your Title]
[Company Name]