

To: All Staff

From: [Name of Sender]

Date: [Date]

Subject: Promotion Announcement: [Employee Name] to Executive Search Director

Dear Team,

I am pleased to announce the promotion of [Employee Name] to the position of Executive Search Director, effective [Date].

Since joining [Company Name], [Employee Name] has demonstrated exceptional leadership and a deep understanding of the executive talent landscape. During their tenure as [Previous Job Title], they successfully managed numerous high-level placements and played a key role in expanding our client portfolio.

In this new role, [Employee Name] will oversee the executive search division, lead our team of senior recruiters, and drive the strategic growth of our leadership hiring services. Their expertise will be vital in ensuring we continue to provide top-tier talent solutions to our clients.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]