

Personnel Update Announcement

Date: [Insert Date]

Dear Team,

We are writing to inform you of some recent updates within our personnel structure.

Please join us in welcoming:

- **[Name]** - [Position] starting on [Date]

Additionally, we would like to announce the following transitions:

- **[Name]** has been promoted to [New Position] effective [Date]
- **[Name]** will be leaving us for [New Opportunity/Reason] on [Date]

We appreciate the contributions of all team members and wish the best for those transitioning to new roles.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]