

Executive Onboarding Announcement

Dear Team,

We are excited to announce that **[Executive's Name]** will be joining our team as the new **[Position Title]**. **[He/She/They]** will officially start on **[Start Date]**.

[Executive's Name] brings with a wealth of experience in **[Brief Background/Previous Positions]**. We believe that **[his/her/their]** expertise will greatly contribute to our goals and help drive our mission forward.

Please join us in welcoming **[Executive's Name]** to our organization. We will be hosting an introductory meeting on **[Date and Time]** in **[Location/Platform]**. This will be a great opportunity for everyone to get to know **[him/her/them]** better.

Thank you for your ongoing support as we grow our leadership team.

Sincerely,

[Your Name]
[Your Position]
[Company Name]