

# Executive Appointment Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to announce the appointment of [New Executive's Name] as [Position Title] at [Company Name], effective [Start Date]. [He/She/They] will be responsible for [brief description of responsibilities or objectives].

[New Executive's Name] brings [mention relevant experience or achievements] to our team, and we are confident that [he/she/they] will be a valuable addition to [Company Name].

Please join us in welcoming [New Executive's Name] to the company, and feel free to reach out to [him/her/them] personally at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]