

Senior Leadership Addition Notification

Date: [Insert Date]

Dear [Team/Department/Company Name],

We are pleased to announce the addition of [Name] to our Senior Leadership Team as [Position Title], effective [Start Date]. [Name] brings with [him/her/them] a wealth of experience in [relevant experience or skills] and has a proven track record of [specific achievements or contributions].

[He/She/They] will be responsible for [brief description of responsibilities], and we are confident that [his/her/their] leadership will greatly benefit our organization as we strive to achieve our goals.

Please join us in welcoming [Name] to the team. We encourage everyone to reach out and introduce yourselves over the coming weeks.

Best regards,

[Your Name]

[Your Position]

[Company Name]