

Team Notification: Personnel Change

Dear Team,

We hope this message finds you well. We would like to inform you about a recent personnel change within our team.

[Employee Name] will be joining our team as **[New Position]** effective **[Start Date]**. **[He/She/They]** brings a wealth of experience in **[relevant experience or skills]** and will be a valuable addition to our efforts.

We are excited about the fresh ideas and perspectives that **[Employee Name]** will bring. Please join us in welcoming **[him/her/them]** to the team.

If you have any questions or would like to reach out to **[Employee Name]**, feel free to contact **[him/her/them]** at **[Employee Email]**.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]