

Management Appointment Update

Dear Team,

We are pleased to announce the appointment of **John Doe** as our new **Chief Operating Officer**, effective **October 15, 2023**. John will be responsible for overseeing our daily operations and driving our strategic initiatives forward.

John brings over 15 years of experience in the industry and has a proven track record of success in leadership roles. We are confident that his expertise will benefit our organization greatly.

Please join us in welcoming John to our team. We look forward to his contributions and to achieving continued success together.

Best regards,

Your Name
Your Position
Your Company