

# Company-wide Update: Executive Appointment

Dear Team,

We are pleased to announce the appointment of **[Full Name]** as our new **[Position]** effective **[Start Date]**.

**[Full Name]** brings over **[X Years]** of experience in **[Relevant Experience/Field]** and has previously held positions such as **[Previous Position]** at **[Previous Company]**.

In this role, **[He/She/They]** will be responsible for **[Responsibilities]**, and we are confident that **[he/she/they]** will lead our team towards continued success.

Please join us in welcoming **[Full Name]** to the team. We look forward to the contributions **[he/she/they]** will make and encourage you to reach out and introduce yourselves.

Thank you for your continued dedication and hard work.

Best Regards,

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