

Internal Notice

Date: [Insert Date]

To: All Employees

From: [Your Name]

[Your Position]

[Your Department]

Subject: Announcement of New Executive Appointment

Dear Team,

We are pleased to announce the appointment of [Executive Name] as our new [Position Title], effective [Start Date]. [Executive Name] brings [brief description of qualifications or previous experience] and will be a great addition to our leadership team.

In this role, [he/she/they] will be responsible for [brief overview of responsibilities and goals]. We believe that [his/her/their] expertise will greatly contribute to our ongoing efforts to [mention relevant company goals or projects].

Please join us in welcoming [Executive Name] to the team. An introduction event will be held on [Event Date] at [Event Location]. We encourage everyone to attend and meet [him/her/them] in person.

If you have any questions, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]