

Subject: Introducing Our New Executive Team Member

Dear Team,

We are excited to announce that we have appointed **[New Executive's Name]** as our new **[Position Title]**. **[He/She/They]** will be joining us from **[Previous Company/Experience]** and brings with **[his/her/their]** extensive experience in **[Relevant Field/Industry]**.

[New Executive's Name] is passionate about **[Briefly Describe Interests or Goals Related to the Position]** and will play a vital role in our ongoing efforts to **[Goals of the Company/Team]**.

Please join us in welcoming **[New Executive's Name]** to the team. **[He/She/They]** will be starting on **[Start Date]** and we look forward to **[his/her/their]** contributions to our success.

Best regards,

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