

Announcement of New Department Head

Dear Team,

We are excited to announce the appointment of **[Name]** as the new head of the **[Department Name]**, effective **[Start Date]**.

[Name] brings with them a wealth of experience in **[Relevant Experience/Field]** and has previously held positions at **[Previous Companies/Institutions]**.

We strongly believe that **[Name]**'s leadership will guide our team to new heights and foster a collaborative and innovative work environment.

Please join us in welcoming **[Name]** to our team. We invite you to attend a welcome reception on **[Date/Time]** at **[Location]**, where you will have the opportunity to meet **[Name]** personally.

Thank you for your continued support.

Best regards,

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