

Introduction to New Department Head

Date: [Insert Date]

To: [Department Name] Team

From: [Your Name]

Dear Team,

I am excited to introduce our new department head, [New Head's Name], who will be joining us effective [Start Date]. [New Head's Name] brings a wealth of experience in [briefly mention relevant experience or background] and a strong passion for [relevant field or values].

Please join me in welcoming [him/her/them] to our team. [New Head's Name] looks forward to meeting each of you and contributing to our continued success.

Best regards,

[Your Name]
[Your Position]