

# Team Introduction

Dear Team,

We are excited to announce that **[New Department Head's Name]** has joined our team as the new Department Head for **[Department Name]**.

**[New Department Head's Name]** brings with them a wealth of experience in **[briefly outline relevant experience or expertise]**. We believe their leadership will greatly enhance our department's capabilities and foster growth.

We encourage everyone to extend a warm welcome to **[New Department Head's Name]** during their first few weeks with us. An introductory meeting is scheduled for **[date and time]** where everyone will have the opportunity to meet them and ask questions.

Thank you for your support in making this transition a positive experience.

Sincerely,

**[Your Name]**  
**[Your Position]**  
**[Organization Name]**