

Dear Team,

We are excited to announce the appointment of **[Executive Name]** as our new **[Job Title]**, effective **[Start Date]**.

[Executive Name] brings over **[Number]** years of experience in the **[Industry]**, having previously worked at **[Previous Company]** where they successfully **[Key Achievement]**.

In this role, **[Executive Name]** will be responsible for **[Key Responsibilities]**. Their extensive background and vision for the future will be instrumental in helping us achieve our strategic goals.

Please join us in welcoming **[Executive Name]** to the team. We encourage you to reach out and introduce yourself in the coming weeks.

Thank you for your continued support.

Best regards,
[Your Name]
[Your Job Title]
[Company Name]