

Announcement of New Executive Appointment

Date: [Insert Date]

Dear [Team/Employees/Stakeholders],

We are pleased to announce that [Name] has been appointed as [Position] effective [Start Date]. [Name] will be responsible for [brief description of responsibilities and expectations].

[Name] brings [number of years] years of experience in [industry/field] and has previously held positions at [previous company/position]. We believe that [his/her/their] expertise will be invaluable as we continue to [company goals/mission].

Please join us in welcoming [Name] to our team. We trust that you will extend your full support as [he/she/they] transitions into this role.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]