

Announcement of New Appointment

Dear Team,

We are pleased to announce the appointment of **John Smith** as our new **Chief Operating Officer (COO)**, effective **October 15, 2023**.

John brings over 15 years of experience in operational leadership and strategic development. He has a proven track record of driving growth and improving efficiency within the teams he has managed.

In his new role, John will be responsible for overseeing all operations within the company and ensuring that we meet our strategic objectives. We are confident that his leadership will help us achieve our goals.

Please join us in welcoming John to the executive team. We look forward to your support in making this transition as smooth as possible.

Best regards,

Jane Doe
CEO