

Dear Executive Team,

I am excited to announce that we have a new leader joining our organization. Please welcome **[Leader's Name]** as our new **[Position Title]**.

[Leader's Name] comes to us with extensive experience in **[relevant experience or industry]** and a proven track record of **[specific achievements or skills]**. We are confident that their leadership will contribute significantly to our goals and vision.

They will officially start on **[start date]**, and I encourage all of you to extend a warm welcome and support as they transition into their new role.

We look forward to **[Leader's Name]**'s contributions and are excited about the future of our team.

Best regards,

[Your Name]

[Your Position]