

Dear Valued Clients,

We are excited to announce the appointment of our new Business Manager, **[Manager's Name]**, who will be joining our team effective **[Start Date]**.

[Manager's Name] brings with them a wealth of experience in **[Industry/Field]** and a proven track record of driving growth and enhancing client relationships.

We are confident that **[Manager's Name]** will contribute to our commitment to providing exceptional service and support to you, our valued clients. Please join us in welcoming **[Manager's Name]** to the team.

If you have any questions or would like to reach out to **[Manager's Name]** directly, please feel free to contact them at **[Manager's Email]** or **[Manager's Phone Number]**.

Thank you for your continued trust and support.

Sincerely,
[Your Name]
[Your Position]
[Your Company]