

Official New Hire Announcement for Internal Memo

Subject: Official Announcement “ New Hire

To All Staff,

We are pleased to officially announce that [New Employee’s Full Name] has been appointed as [Job Title] effective [Start Date]. This appointment reflects our commitment to strengthening our team and delivering exceptional results.

We look forward to the contributions [New Employee’s First Name] will make and encourage everyone to extend their full support as [he/she/they] transition into this role.

Regards,

[Your Name]

[Your Title]

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