

Formal New Job Announcement Letter

Subject: Exciting Announcement â€” New Position Appointment

Dear Team,

We are pleased to announce that [Employee Name] has been appointed as [New Position] effective [Start Date]. [Employee Name] has demonstrated exceptional dedication and expertise in [Department/Field], and we are confident they will excel in this new role.

Please join us in congratulating [Employee Name] and offering your support as they transition into this position.

Sincerely,

[Your Name]

[Position]

[Company Name]

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