

Casual Team Announcement Email

Subject: Meet Our New [Position] – [Employee Name]!

Hey Team,

Great news! [Employee Name] will be stepping into the role of [New Position] starting [Date].

They’ve been doing amazing work in [Previous Role/Department], and we can’t wait to see their impact in the new role.

Be sure to give them a warm welcome and support them as they get settled.

Cheers,

[Your Name]

[Position]

Get more templates here:

<https://www.lettersandtemplates.com/letters/new-job-or-position-announcement-letter>