

Official Corporate Announcement Letter

Subject: Appointment of [Employee Name] as [New Position]

Dear Stakeholders,

We formally announce that [Employee Name] has assumed the role of [New Position] within [Department/Division], effective [Date]. This appointment reflects our commitment to recognizing talent and ensuring strong leadership.

We appreciate your continued support and look forward to [Employee Name]'s contributions in this capacity.

Best regards,

[Your Name]

[Position]

[Company Name]

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