

Formal New Manager Announcement Letter to Staff

Subject: Introducing Our New Department Manager

Dear Team,

We are pleased to announce that [New Manager's Name] will be joining our department as the new manager, effective [Start Date]. [He/She/They] bring a wealth of experience in [Industry/Field], having successfully led [Previous Organization or Team] for [X years].

We are confident that [New Manager's Name]'s leadership, vision, and dedication will help us achieve our departmental goals and enhance overall team performance. Please join us in welcoming [him/her/them] to the team.

Sincerely,

[Your Name]

[Your Position]

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