

Official Company-Wide New Manager Announcement Letter

Subject: Appointment of [New Manager's Name] as [Position]

Dear Colleagues,

It is with great pleasure that we announce the appointment of [New Manager's Name] as [Position], effective [Start Date]. [New Manager's Name] brings extensive experience in [Field/Department] and a proven track record of leadership.

We believe that [his/her/their] skills will contribute significantly to our strategic initiatives and the overall growth of the organization. Please join us in welcoming [New Manager's Name] and extend your full support during the transition.

Regards,

[Your Name]

[Title]

[Organization Name]

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