

Formal Announcement to Clients About New Manager

Subject: Introduction of Our New Manager, [New Manager's Name]

Dear Valued Clients,

We are pleased to announce that [New Manager's Name] has joined our team as [Position], effective [Start Date]. [He/She/They] will be responsible for overseeing [Department/Client Services] and ensuring the highest quality of service.

We are confident that [New Manager's Name]'s expertise will enhance our collaboration and deliver excellent results. We encourage you to reach out and welcome [him/her/them] to our team.

Sincerely,

[Your Name]

[Title]

[Company Name]

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