

Formal Announcement Letter

Subject: Welcome Our New Physician “ Dr. [Name]

Dear Patients and Staff,

We are pleased to announce that Dr. [Full Name], a highly skilled and compassionate physician specializing in [Specialty], has joined our medical team effective [Start Date].

Dr. [Name] brings extensive experience in [Field/Experience] and is committed to providing excellent patient care. We encourage you to welcome Dr. [Name] and schedule appointments as needed.

Sincerely,

[Hospital/Clinic Name]

[Administrator Name/Title]

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