

Formal Appointment Announcement Letter

Dear Team,

We are pleased to announce the appointment of [Name] as the new [Position] at [Company/Department]. [Name] brings extensive experience in [field/industry] and will play a key role in advancing our objectives.

Please join us in welcoming [Name] to the team. We look forward to your support and collaboration as we embark on this new chapter.

Sincerely,

[Sender Name/Position]

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