Emotional Announcement Letter

Dear Colleagues,

It gives us great pleasure to announce the appointment of [Name] as [Position]. [Name] has been a part of our journey for [X years], and their dedication and spirit have been inspiring to all.

We are excited to see [Name] lead with passion and continue shaping our teamâ€™s success.

Warmly,

[Sender Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/appointment-announcement-letter