

Official CEO Appointment Announcement Email

Subject: Announcement: Appointment of New CEO

Dear Team,

We are pleased to announce that [Recipient Name] has been appointed as the new Chief Executive Officer of [Company Name], effective [Start Date]. [Recipient Name] brings a wealth of experience and a proven track record in leadership and innovation.

Please join us in welcoming [Recipient Name] to the role.

Best regards,

[Chairperson Name]

[Board of Directors]

[Company Name]

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