

Formal new job announcement letter to employees

Subject: Announcement of New Job Appointment

Dear Team,

I am pleased to announce that [Employee's Full Name] has been appointed as [New Position Title], effective [Start Date]. [Employee's First Name] has demonstrated outstanding skills, leadership, and commitment during their time with us, making them an excellent fit for this role.

In their new position, [Employee's Name] will be responsible for [briefly mention main duties]. I am confident that they will continue to contribute positively to our success and growth.

Please join me in congratulating [Employee's Name] and supporting them as they transition into this new role.

Sincerely,

[Your Name]

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