

Official new department head appointment announcement

Subject: Appointment of New Department Head

Dear Team,

I am pleased to officially announce that [Employee's Full Name] has been appointed as Head of the [Department Name], effective [Date]. In this capacity, [Employee's Name] will provide leadership, strategic direction, and guidance for the department.

This decision was made after careful consideration of [Employee's Name]'s track record of achievement and proven leadership abilities. We are confident that this appointment will strengthen our department and contribute positively to our organizational objectives.

Please extend your support to [Employee's Name] as they take on these new responsibilities.

Sincerely,

[Your Name]

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