

Warm and enthusiastic announcement

Subject: Welcome Our New [Department] Manager “ [Manager Name]

Dear Team Members,

It is with great pleasure that we welcome [Manager Name] as the new [Department] Manager at [Company Name], effective [Start Date]. [His/Her/Their] extensive experience in [industry/skills] and passion for leadership make [him/her/them] a valuable addition to our team.

We look forward to [Manager Name] guiding our department towards new achievements and fostering a positive, collaborative environment. Please join me in extending a warm welcome.

Warm regards,

[Sender Name]

[Position]

[Company Name]

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