

Announcement to clients or partners about new manager

Subject: Introducing [Manager Name], Our New [Department] Manager

Dear [Clients/Partners],

We are excited to announce that [Manager Name] has joined [Company Name] as the new [Department] Manager, effective [Start Date]. [He/She/They] will oversee [key responsibilities] and drive strategic initiatives to enhance our services.

We look forward to continuing our successful collaboration under [Manager Name]'s leadership.

Sincerely,

[Sender Name]

[Position]

[Company Name]

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