

Announcement subject to confirmation or pending HR formalities

Subject: New Manager Announcement – [Manager Name] (Pending Start Date)

Dear Team,

We are excited to inform you that [Manager Name] has been selected as the new [Department] Manager. [He/She/They] will officially start on [Provisional Start Date], pending completion of HR formalities.

We are confident that [Manager Name] will make a positive impact on our team. Further details will follow shortly.

Best regards,

[Sender Name]

[Position]

[Company Name]

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