

Formal internal letter for specific departments

Subject: Launch of [Project Name] – Departmental Notification

Dear [Department Name] Team,

We are pleased to announce the initiation of [Project Name] within our department. This project is designed to [objective]. Each member will be assigned specific tasks as per the project plan.

Please attend the kickoff meeting scheduled on [date/time] to discuss roles, expectations, and deliverables.

Regards,

[Sender Name]

[Title]

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