## Internal casual announcement of new Project Manager

Hey Team,

Just a quick message to let you know that [Employee Name] is stepping up as the Project Manager for [Project Name]. They'II be leading all project activities from [Start Date].

Please give them your full support and cooperation. Exciting times ahead!

Cheers,

[Sender Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/project-manager-appointment-letter