

Dear Team,

I am pleased to announce that **[Executive Name]** will be joining **[Company Name]** as our new **[Job Title]**, effective **[Start Date]**.

**[Executive Name]** brings over **[Number]** years of experience in **[Industry/Field]**. Previously, they served as **[Previous Role]** at **[Previous Company]**, where they were instrumental in **[Brief Achievement or Expertise]**.

In this role, **[Executive Name]** will be responsible for leading our **[Department/Division]** and overseeing **[Key Responsibility or Initiative]**. Their leadership will be vital as we continue to **[Company Goal/Mission]**.

We will be hosting a brief introductory meeting on **[Date]** at **[Time]** in **[Location/Link]**. I encourage everyone to attend and welcome them to the team.

Please join me in giving **[Executive Name]** a warm welcome.

Best regards,

**[Your Name]**  
**[Your Title]**  
**[Company Name]**