

[Date]

[Executive Name]

[Current Title]

[Current Department/Location]

Dear [Executive Name],

It is with great pleasure that we welcome you to your new role as [New Job Title] at our [New Office Location/Department], effective [Start Date].

Your leadership and contributions to the [Former Department] team have been invaluable. We are confident that your expertise will be a significant asset to the [New Department] as we work toward our strategic goals for this year. Your transition represents our commitment to internal growth and organizational excellence.

To assist with your move, [Name/Department] will serve as your primary point of contact for all relocation logistics, office setup, and administrative requirements. They will reach out shortly to provide your updated schedule for the first week.

We have scheduled a formal introduction with the local leadership team on [Date] at [Time]. We look forward to seeing the positive impact you will undoubtedly make in this new capacity.

Congratulations on your new appointment.

Best regards,

[Your Name]

[Your Title]

[Company Name]