Subject: Welcome Our New Department Manager - [New Manager Name]

Dear Team,

I am pleased to introduce [New Manager Name] as the new Manager of the [Department Name] Department, effective [Start Date].

[New Manager Name] joins us with [Number] years of experience in [Industry/Field], having previously served as [Previous Job Title] at [Previous Company]. Their expertise in [Mention 1-2 Specific Skills] will be a significant asset to our team as we continue to [Mention a Department Goal].

In this role, [New Manager Name] will be responsible for overseeing [Mention Key Responsibilities] and leading the department toward our upcoming objectives.

We will be holding a brief meet-and-greet on [Date] at [Time] in [Location/Link] to provide everyone with an opportunity to say hello and welcome them personally.

Please join me in giving [New Manager Name] a warm welcome to the company.

Best regards,

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