

[Date]

[Client Name]

[Client Title]

[Client Company Name]

[Client Address]

Subject: Announcement regarding our Human Resources Leadership

Dear [Client Name],

I am pleased to formally introduce myself as the new Director of Human Resources at [Your Company Name]. Having been with the organization for [Number] years, I am honored to step into this leadership role and continue our commitment to excellence.

In my new capacity, my primary goal is to ensure that our HR strategies remain closely aligned with your business needs. I am dedicated to maintaining the high level of service you expect and look forward to strengthening our partnership through effective talent management and organizational support.

I would welcome the opportunity to connect briefly to discuss how my team and I can best support your upcoming initiatives. I will reach out to your office next week to see if we can schedule a short introductory call.

In the meantime, please feel free to contact me directly at [Phone Number] or [Email Address] if you have any immediate questions.

Sincerely,

[Your Name]

Director of Human Resources

[Your Company Name]