# Letter Announcing Arrival of a New Company Nurse

**[Your Name]**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [Recipient's Name],

It is a matter of delight to announce that Mrs. (Nurse's name) is going to join us from coming Monday (mention date) as a new company nurse. From now on she will be handling all the medical records and files of the employees also; she will be dealing with the first aid items and some medicines.
Mrs. [Nurse's name] is a professional and well experienced nurse with a four year diploma degree in nursing and health care. She had been a head nurse in the community hospital for past couple of years and I am sure that she will do her job well in our company as well. I want all of my staff to give her a warm welcome when she arrives. I hope and wish good for you all and for our new staff member. Thank you very much.

Yours Sincerely,

**[Your Name]**

[Senders Title] -Optional-