

Letter Announcing a New Employee's Appointment

[Your Name]

[Address]

[Letter Date]

[Recipients Name]-optional

[Address]-optional

[Subject of letter] –optional-

Dear employees,

This is to inform you that in place of our ex-sales manager Mr. [enter name], a new employee Mr. [enter name] has been appointed. He will join the office on [enter date]. You all are requested to join the conference room well in time on [enter day] so that we may give him a warm welcome. There will also be a high tea arrangement in the late afternoon. Thank you!

Sincerely,

[Your Name]

[Senders Title] -Optional-