

# 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-