Dear Colleagues:

I am pleased to announce that First and Last Name has accepted the position of Title in Department, effective Hire Date. This position reports to Name.

First Name will be responsible for High Level Overview of Major Responsibilities.

First Name graduated from School Name in City/State. Prior to accepting this position, he/she served as List at Least Two Former Positions. First Name brings experience and a proven track record of success in the Professional Field area, which will be invaluable in meeting the departmental goals and objectives. I would like to thank my colleagues who participated in the selection process. Their efforts are deeply appreciated.

I am confident that First Name will be an excellent match for this position and a strong asset to the Department/Team. First Name will be located in Building/Room # and can be reached at Extension or E-Mail Address.

Please join me in welcoming her/him to Company Name.