

Sample Announcement Letter for New Manager

From:

Management

XYZ Development Bank

42 Richmond Street,

New York

Date: 29th June, 2016

To,

All Employees,

XYZ Development Bank

Sub: Announcement of New Manager

The Management would like to announce the appointment of a new Manager of XYZ Development Bank.

We request you all to join us in welcoming Mr. Robert Mathew in our midst as of today. Mr. Mathew will take on the position of Manager, XYZ Development Bank, replacing Mr. Adam Smith who retired last month.

Mr. Mathew has an experience of over 25 years in banking industry. For all these years, he has worked with different banks across the country. He is a learned professional with unmatched experience. We are highly honored to have him as Manager in our bank and will look forward to his contribution in the growth and success of XYZ Development Bank.

Mr. Mather will be available in the Company Head Office on the 2nd Floor, handling all matters of importance of the bank.

We request you to give him complete cooperation so that he can deliver the best of his services for the benefits of the company and the employees.

Thank You

Management

XYZ Development Bank

Sample Letter Introducing New General Manager

Chao Zhang



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