[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Congratulations!

Appointment Announcement

Document	Date	From	To
[Doc ID]	[Date]	[Manager name], [Manager job title]	All staff

Subject: Appointment - [Employee name]
[Company name] is pleased to announce the appointment of [Employee name]:

Name	[Employee name]
New role	[Job title]
Previous role	[Previous job title]
Department	[Department name]
Effective	[Effective date]
Based at	[Office location]
Reports to	[Manager name], [Manager job title]

- Please join [Manager name] in congratulating [Employee name].
- Direct questions to [Manager name], [Manager job title].