

Announcement Letter for Employee Appointment

This package contains:

1. Instructions & Checklist for an Announcement Letter for an Employee Appointment
2. Announcement Letter for Employee Appointment

Instructions & Checklist for Announcement Letter for Employee Appointment

- This package contains (1) Instructions & Checklist for Announcement Letter for an Employee Appointment; and (2) Announcement Letter for Employee Appointment;
- This form is designed to assist you in drafting a letter for when you need to announce the appointment of an employee to a committee or position.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am pleased to share with you that I am appointing [Name of Employee] to serve as [Title of Position].

As you are probably well aware, [Name of Employee] is a valuable member of our team. [He/She] has proven [himself/herself] to be a diligent worker who truly understands the issues important to our company. I am confident that [Name of Employee] will continue [his/her] commitment to excellence as [he/she] begins work in this new capacity.

Please join me in welcoming [Name of Employee] as our new [Name of Position].

Sincerely,

[Your Name]