[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:** All staff

Subject: Appointment - [Employee name]

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

Name: _____

New role: _____

Previous role: _____

Department: _____

Effective: _____

Based at: _____

Reports to: _____

Please join [Manager name] in congratulating [Employee name].

Direct questions to [Manager name], [Manager job title].