

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Department]

Dear Team,

Subject: [Announcement Title]

We are pleased to inform you that [briefly state the announcement, e.g., "we have welcomed a new team member," "there will be a change in policy," "there's an upcoming event," etc.].

Key details are as follows:

- ****What****: [Description of the announcement]
- ****Who****: [Involved persons or teams]
- ****When****: [Dates or timelines]
- ****Where****: [Location if applicable]

Please join us in [welcoming/saying goodbye/participating in/etc.] this [event/milestone/change]. For any questions, feel free to reach out to [contact person/HR department].

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Optional: Company Footer]