

[Your Company Logo]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am excited to announce an important addition to our team. We are thrilled to welcome [New Hire's Name] as our new Social Media Manager. With [his/her/their] extensive experience and passion for digital engagement, we are confident that [he/she/they] will bring fresh perspectives and innovative strategies to our social media platforms.

[New Hire's Name] has previously worked with [mention previous companies or relevant experiences], where [he/she/they] successfully [describe any notable achievements]. [He/She/They] brings with [him/her/them] a wealth of knowledge in [mention specific skills or areas of expertise], making [him/her/them] a perfect fit for our mission to [describe your company's social media goals or objectives].

As we move forward, [New Hire's Name] will be responsible for [briefly outline key responsibilities]. [He/She/They] is eager to engage with our community, enhance our brand presence, and create content that resonates with our audience.

Please join me in welcoming [New Hire's Name] to our team. We are excited for the creativity and energy [he/she/they] will bring to [Company Name] as we continue to grow and thrive in the digital space.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Your Contact Information]

[Social Media Links/Handles]

[Company Website URL]