

[Your Nursery's Letterhead]

[Date]

Dear Parents and Guardians,

We hope this message finds you well. We are excited to share some important updates regarding our nursery staff.

****Staff Announcement:****

We are pleased to announce that [Staff Member's Name] will be joining our team as [Staff Member's Position] starting on [Start Date]. [He/She/They] brings [brief description of experience, qualifications, or background relevant to the position].

Additionally, we would like to inform you that [Staff Member's Name] will be transitioning to a new role as [New Position] effective [Date]. We are grateful for [his/her/their] contributions and are looking forward to [highlight any future involvement or impact].

****Meet & Greet:****

To welcome our new staff member and celebrate the change, we will be hosting a meet and greet on [Date and Time] at [Location]. We invite all parents and guardians to join us for this special occasion.

Thank you for your continued support as we strive to provide the best environment for our children.

Warm regards,

[Your Name]

[Your Position]

[Your Nursery's Name]

[Contact Information]