[Company Letterhead]

[Date]

[Name]

[Address]

Dear [Name]:

I want to take this opportunity to inform you that [Name] will soon be joining us as the [Title] in the [Department]. [He or She] will be taking over from [Name] and will begin work on [Date].

 [Name] has been the [Title] of the [Department] at [Company] for [number] years and we are delighted that [he or she] has decided to join our company at this stage of our development.

[He or She] is a person of [one or two qualities] and I have no doubt [he or she] will contribute significantly to all aspects of our work here.

I hope all of you will try to make [Name] feel welcome here as [he or she] becomes accustomed to [his or her] new position.

Sincerely yours,

 [signature]

 [Your name]

**[Your title]**