Subject Line: Joe Smith, Regional Manager

We are pleased to announce the promotion of Joe Smith to Regional Manager of our Northeast operations. Joe has been with XYZ Company for 8 years, during which time he has held positions in sales and management, proving himself to be a committed company advocate.

Joe came to XYZ from another retailer and brought with him energy and enthusiasm that he has continued to use while leading his employees to consistently improve their sales numbers.

His background in business gives him an overall understanding of how to improve customer satisfaction, and his ability to motivate his team has led to his continued success in Connecticut.

While the Connecticut offices will miss him, please join us in welcoming Joe to Boston, and in congratulating him on his new position.

Regards,

Mary O’Hara

Director, XYZ Company