Dear all,

I’m pleased to announce the promotion of Harry Fitzpatrick as our new Head of Development. Harry has worked for our company for eleven years and has been an invaluable member of the development team.

He has brought huge levels of innovation and been a valued member since his early days as a graduate to his move into management. Harry has been highly influential in the creation of our new product line and has continued to show an exemplary commitment to his role as an innovator and manager.

During his time in the development team, Harry has led three huge projects to completion and has been at the forefront of moves to streamline the process of product development as well as implementing systems to coordinate with marketing. In his new role, he’ll take the sole lead in coordinating and communicating with marketing to push our new range of products. He will also take over the duties of Ron Grundy who as we know is retiring in three months’ time.

For any queries about what Harry’s new position might mean in terms of your working relationship, please don’t hesitate to direct any of your questions to me.

I hope you’ll all join me in congratulating Harry on his outstanding performance and wishing him the best of luck in his future position.

Best regards,

Louise Egan