Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

It is our honor to announce that the Head of the Finance Department, Mr. XYZ will be taking over as the Branch Manager at our newly opened branch at (location). His skills and experience make him well-qualified for the job. He has the ability to make our new branch flourish through his dedication and hard work.

XYZ has been working with us for the past 8 years. He made his way up from the role of Assistant Manager to the Head of the Finance Department in no time. He has been leading a number of our projects with successful results. His impressive leadership qualities and charismatic personality make him the best choice as our new Branch Manager.

We thank him for accepting the position and taking on the important responsibility of running a brand-new branch. We wish him all the best with complete confidence in his abilities.

Regards,  
Your name