Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

It is our pleasure to inform all the staff that the new head of the Organizing Committee at ABC corporation is Miss Jane. She is one of our most valuable employees in the HR department. She has earned her new role through her consistent performance and impressive organizing skills.

Miss Jane has been a member of this committee since last year. She is, therefore, well aware of the required responsibilities and duties. Her primary job in this role will be to oversee all our corporate events as well as office parties. These events will be organized under her supervision while the other committee members will perform the tasks assigned to them by her.

We are pleased with her appointments as she is a well-qualified candidate for this job. The company trusts her for her skills and experience and expects the best from her.

Regards,  
Your name