**Formal Announcement Letter**

To,

Members of Sales Department

Johnson and Johnson Sales Enterprises

London

UK

14TH March 2013

**Subject:** Formal announcement letter for the appointment of a new employee

Dear members,

We are pleased to announce the appointment of a new employee Mr. Harry Chadwick at Johnson and Johnson Sales Enterprises. We have recruited him as a business sales development manager for our business sales group. Mr. Harry Chadwick would report to our company from 25th March and has accepted the position with a great interest.

He would be joining our organization with a wealth of experience to contribute effectively towards the growth of Johnson and Johnson Sales Enterprises.

Mr. Harry Chadwick has built a strong professional background and was previously employed as a business development head at Fortune Enterprises. His excellence in directing a business, launching effective sales plans, coordinating with sales executives and working under the prescribed budget are some of his key expertise.

He has also handled many big projects linked to the sales department and has always earned great respect for his works.

We are excited and honored to have him at Johnson and Johnson Enterprises Limited, exercising his skills at the job post of business sales development manager. We wish for your contribution and presence in welcoming Mr. Harry Chadwick.

Thanking you!

Sincerely,

Fred Darwin

CEO

Johnson and Johnson Sales Enterprises