**DRAFT – ORGANIZATION ANNOUNCEMENT**

Dear **(First Name),**

We are pleased to announce the joining of **(Full Name - Joiner)** as **(Designation)** **in (Department)** Team. Hewill be reporting to **(Reporting Manager).**

**For Eg: as mentioned in the below draft**

**Debolina has done her B.Tech from WBUT and comes with an experience of 10 years in functional and automation testing across various products and a certified scrum master.She joins us from Visa, where she handled Visa’s digital configuration system which is the online portal that takes care of on-boarding of issuers and set up information specific to tokenization. Debolina believes in the fact that we are what we repeatedly do and excellence therefore is not an act but a habit.**

**Debolina is from West Bengal and in her time off, she enjoys photography, exploring new places, listening to music and catching up with friends & family.**

Please join us in welcoming **(Full Name – Joiner)** and wishing him a great success.

He can be reached at **(Official Mail Id)**