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Announcement letter format for students

From :

Mr. /Ms. (Sender's Name)

..... (Designation)

Letter No. MD/Promotion/Mktg./1/2012

To:

The Managing Director

..... (Company Name)

Dear Sir,

Sub : Promotion Announcement.

Your Head of the Dept has forwarded a recommendation for your raise based on your good work during the past 3 years. We have reviewed your performance and concur with the appraisal of your HOD. It is the policy of the Company to reward high quality performance of the Staff in order to encourage and retain high performers as part of Organization Development.

It gives me immense pleasure to announce your promotion as Senior Administration Manager with effect from (Date) in the pay scale of Rs plus allowances as applicable to the grade.

I hope that your promotion will serve as an incentive to achieve further laurels in the Company and that you will not rest with your past achievements. Well done, keep it up!

Best Wishes

Warm Regards

Yours faithfully,

..... (Signature)

..... (Name in full)

..... (Designation & Dept)

Place Dated



Scottsdale *Unified* School District
Engage, Educate and Empower Every Student, Every Day

Education Center
3811 North 44th Street
Phoenix, Arizona 85018-6420

Telephone: 480-484-6189
FAX: 480-484-6287
Web site: www.sdsd.org

March 19, 2015

Principal Selection Announcement

Dear Cocopah Middle School Community:

I am very excited to share with the Cocopah Middle School community that Dr. David Peterson, Superintendent, will recommend to the Governing Board that Mr. Lance Huffman be named principal of Cocopah Middle School beginning with the 2015-2016 school year. This recommendation will be presented at the March 24, 2015 Governing Board meeting.

Mr. Huffman is currently serving as assistant principal at Madison #1 Middle School in the Madison Elementary School District. He has a Bachelor of Arts in History from the University of California at Santa Barbara with a secondary teacher certification, a Master of Arts in Educational Leadership and a Principal's Certificate from the University of Phoenix. He has twenty-one years' experience in education, four of which were spent serving as a teacher at Coronado High School in our district.

Please join me in welcoming Mr. Huffman to Cocopah Middle School!

Sincerely,

Pam Sitton

Pam Sitton, Ph.D.
Assistant Superintendent of Human Resources

PS/jml

Announcement To Customers: You Will Be Leaving Firm To Join Competitor Sample Letter

[Date]

[NAME, COMPANY AND ADDRESS, ex:
Tom Atkinson
COMANY Inc,
14 Edith Street,
Hackney West,
ZIP POST CODE]

Dear [NAME, ex. Tom Atkinson],

It has been my pleasure to serve you for the past [DURATION, ex. two years]. I am confident that you have been pleased with my service as well.

I am writing to inform you that I will be leaving [OLD FIRM NAME, ex. ABC Co.] to join [NEW FIRM NAME, ex. AICo Limited]. I have made this decision [STATE REASON AS IT RELATES TO THE CUSTOMER, ex. due to my displeasure with the support staff at ABC, which I feel prevented me from providing you with the quality service of which I am capable].

I invite you, then, to allow me the pleasure of serving you again at [NEW FIRM NAME, ex. AICo Limited]. I can promise you that you will be doubly pleased with my efforts here. You can reach me at my new number, XXX-XXXX.

Allow me again to thank you for the opportunity to work together and the for prospect of doing business with you in the future.

Sincerely,

[YOUR NAME, ex. Tony Montana]

Dear Mr. Gooding,

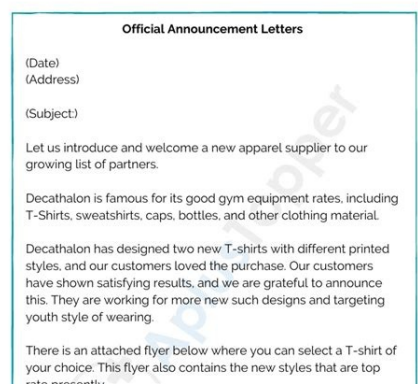
We are pleased to announce that Ms. Sarah Dunn is promoted to the position of assistant product manager. The decision was made by the management in view of Ms. Dunn's unwavering support for the company during the twelve years that she has been with the company. She has entered the company as a sales representative. During the succeeding years of her tenure with us she held various positions such as product head, field head and then staff supervisor.

Her new position will require her to handle the everyday operation and maintenance of the product line. She will also be responsible for the conduct of employees under her and for ensuring that they comply with the company rules and objectives.

Please be with us in heart and mind in congratulating her for a job well done and for her promotion. We wish that she will continue to be a success for our firm.

Sincerely,

Joy Lester



Here the candidate offers a private performance for a roster of judges to showcase his/her skill and suitability for the required role. For further inquiries regarding the play, you can contact the Theater Club or visit me directly at my office. Yours Sincerely, Jean Laurence

Those who are selected for the band will have their activities supervised by the Musical department. For any further queries, you may visit my office at your convenience. Sincerely, Lesley King

The following is the Email format to be followed for writing an Auditions Announcement Letter.

To: name@email.com
From: name@email.com
Subject: Auditions Announcement Letter

Dear Students, I am writing this letter to inform you that we will be running a production of Mamma Mia, the musical. An audition is essentially an interview held for a performer, be it a musician, an actor, singer or dancer. All those interested in auditioning for the acting roles as well as the band, please be sure to collect the documents from the front desk of the theater club at your earliest. In addition, we require students to help out with props, costumes, and other backstage tasks. It follows the journey of a woman, who embarks on a quest to find her father. The letter must contain all the necessary information with respect to the event. This year, we will be performing The Merchant of Venice, one of William Shakespeare's true classics. Furthermore, you will be asked to attend practice sessions during the weekend for an extended duration. All those interested in such capacity can sign up at my office before the end of this week. Roles usually require a very specific quality in a person, and judges need to see an artist up close in his/her element to see if he/she suits the role. The play is about _____ (theme of the play). There are a total of _____ (no. of roles). Hence, an audition is a fairly common and routine practice to find suitable artists for a play, and we are pleased to announce the auditions for the play. _____ (name of the play) will commence from _____ (date). _____ (date).

2020-12-11 · How to Write Announcement Letter

The announcement letter needs to be short and concise stating the exact situation and decision that needs to be... Any process that needs to be done should be stated with the methods or a ... Announcement letters should be written in a straightforward manner stating all the necessary facts. Clearly state why you feel the occasion is important. If you are delivering bad news, be optimistic for the future. Bold and highlight the points that need focus so ...

Announcement Letter for Meeting

Begin the letter by stating the reason for the meeting. Include the time and place of the meeting. If it makes it easier, use ...

2020-01-17 · Asking for permission letter

is written when you want to seek permission for an event or any other reason. The letter is submitted to someone with higher authority than the writer. Actually writing a letter for permission is very easy. If you still have doubts about the exact content and tone of the letter of permission, then see the format given below.

12+ Sample Announcement Letters. Announcement is a proclamation or declaration of some happening, future event or something that has taken place. This letter announces a special event or an occasion that people need to be aware of. Announcement letter can be written under various topics, it could be an announcement of bad weather, a civil emergency, budget surplus, ...

2018-09-19 · SUBJECT: Formal Announcement Letter. Dear Mr./Ms./Mrs. _____ (Name of the recipient) Letter. This is to bring to your notice that the management has decided to increase the annual fees of our college _____ (Name of the college) by 10% from next semester. This price hike in fees will be applicable for both bachelors and masters courses.

2021-10-28 · You might consider sending your letter in one of three formats: in a business letter format, as an email, or as a personalized thank-you letter. For more formal relationships (such as an employer or a new networking contact), consider the more professional business letter format. If you want the person to receive your letter right away, consider sending an email. A ...

Sample Auditions Announcement Letter Format

[An Audition Announcement Letter is written by the person who is in charge of organizing the whole event. A successful audition announcement letter also contains the rules or criteria necessary for the audition including eligibility requirements as well as other miscellaneous information such as means of communication, ...

2020-10-04 · Recommendation Letter for Teacher Format. It is highly advisable to write a letter of reference for a teacher using letterhead. The layout of the letter should start with an introduction followed by the body (with at least two paragraphs) and end with a conclusion. How to write a Letter of Recommendation for a Teacher

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