From [Mention name]

[Address]

Date:

To,

[Address]

Sub:

Dear [Recipient Name]

I would like to inform you that (mention name) has been appointed as a new partner in our business. We know that (mention name) is best suited for the position as he has a strong background and experience in the company for (mention years) already.

As he has been in the company for quite a long time as a (mention position), I can assure you that he will work efficiently and adapt to his new job.

Having said this, I need to mention that there might be some changes in the company in the future, but I am positive enough that these changes will give us defiantly a great success in the future.

(Mention name) is qualified for the position; he has strong experience and has proved his excellence and loyalty to our company. I can proudly say that he is an asset to our company and I am sure that he can give us good quality work that will provide us with success in our business.

I am hoping that these changes will give us success soon. Thank you

Sincerely,

[Mention sender name]