Subject: Michael Nolan – Customer Service Manager

I am pleased to announce Michael Nolan has earned a merited advancement to Customer Service Manager powerful October 1. Michael gets broad experience in customer administration, customer arrangements, communications to his position, and several years of involvement in our company.

I would appreciate you inviting him on board as he transitions to this new job. If you have any inquiries pushing ahead, please don’t hesitate to ask. His varied experience and real-time knowledge have made us do this, and looking forward to his critical reviews.

Sandra Tollhouse

HR Manager