Dear colleagues,

I would like to introduce you to the newest addition to our company. Mr. Mark Joseph has accepted our employment offer which was made to him some time ago. He will be assuming the position of staff liaison officer and will start doing his duties on Monday next week. Please join us for some tea and biscuits in the staff room so that you can meet and get acquainted with him on his first day with us.

Mr. Joseph has extensive experience in his field for ten years and has done wonderfully in his stay with his previous employers. He has been readied for the job by his master’s degree in business administration with a major in management.

As a liaison officer, he will be responsible for the fast conveyance of inter department communication as well as the external communications of the company. I hope you can all assist him in the performance of his job.

Sincerely,

John Mannings