**Staffing Update Announcement**

**NEW HIRES**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the new \_\_\_\_\_\_\_\_\_\_\_ reporting to \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
New hire name                  Position                             Supervisor name     Supervisor title

\_\_\_\_\_\_\_\_\_\_\_ can be reached at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
First Name e-mail address phone

**TRANSFERS/PROMOTIONS**

No transfers/promotions at this time.

**DEPARTURES**

\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_.  Please direct all future correspondence to \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_   
Name              Title                                                                                    Name          Title

at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
 e-mail address phone