

Team Announcement

This has been designed as an outline for something that is a written communication – so either going out physically in the mail and/or by email. In addition, you may also wish to:

- Call your top clients *before* this announcement goes out to inform them first;
- Have the website up-to-date to reflect the team change;
- Have the Introduction Kit updated; and
- Have them introduces themselves to clients as they come into the office.

Refer to sample announcement for new Office Assistant below.

*We are pleased to announce the addition of **Michelle Jones** to our team as our new Assistant.*

Michelle recently moved to the West Coast and is setting down new roots in Vancouver, including joining us at XYZ Financial. Both John and I are delighted to welcome her, as are the other members of our team.

Michelle brings with her years of experience working in a fast-paced environment, like ours, where she was responsible for helping individuals with a variety of requests. She is exceptionally organized, technically-savvy, detail-oriented, and prides herself on high standards of professionalism.



Michelle is also a natural ‘people person’ making her a wonderful first point of contact for our team. She will ensure she efficiently handles your inquiry by taking care of it herself or connecting you to the person on the team best able to take care of it. We know you’ll enjoy speaking with her.

Giving Back

It’s also important you know Michelle has a positive outlook and giving spirit. She is committed to several worthy causes, but thoroughly enjoys supporting the United Way and the Children’s Wish Foundation.

More about Michelle

In her spare time, Michelle enjoys hiking, playing volleyball, and reading. Her special indulgence is travelling and she has made a goal of travelling to a new country each year - her dream destination is New Zealand. Michelle also earned a Bachelor of Arts from the University of British Columbia.

Michelle is looking forward to meeting you and ensuring all your account and administrative needs are exceptionally managed.

We thank you for your support and enthusiasm in welcoming Michelle to our team. If you have any questions, please feel free to contact us.