**Email Format for New Employee Joining Announcement to Related Departments**

Sub: New Employee Joining Announcement

Date: 03.10.2018

Dear All,

We take extreme pleasure in introducing Mr. Sumanth Sharma who has joined us a Asst. Marketing Manager and will be operating from New Delhi office. He will be taking the charge from 15th October, 2018.

He possesses an experience of over 10 years in the field of marketing. Previously, he was employed with M/s Wellness Pharma Pvt. Ltd. as their Country Head for Marketing. He has completed his education from IIM- Ahmedabad.

He is indeed a worthy addition to our organization. You can reach him at sumanth@goenka.com. We wish him a successful career at Goenka Health and Wellness.

Regards,

Sudipta Mehta

HR Manager,

Goenka Health and Wellness