**CONTACT:**

Account person’s name

Organization or business

Email for contact

Phone number for contact  **FOR IMMEDIATE RELEASE**

[ABC COMPANY] NAMES

[NAME OF PERSON] AS [TITLE]

CITY – Dateline – [ABC Company], a [descriptor of company], has appointed [name of person] as [title] in their [location] office.

In this role, [last name of person] will provide [list duties]. Additionally, [he/she] will be responsible for [list additional duties/responsibilities].

[Name of person] has more than XX years of experience in the[field of interest] industry. [He/She] previously worked at [previous employer], where [he/she] served as [title] for xx years. Prior to that, [he/she] held numerous positions including [list titles here] at [list previous employers].

[Name of person] holds a [name of degree] in [list major] from [name college of university]. [He/she] is [add industry specific credentials, certifications, licenses, etc. if applicable]. In addition, [Name of Person] is involved with several local organizations including [list business, civic or charitable organizations].

**About [Company]**

[Include boiler plate for client here.]

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