



Email Announcement Template

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Template:

Please join me in congratulating **(NAME)** as the newest **(CERTIFICATION NAME)** at **(INSTITUTION NAME)**. After months of preparation and studying, all of (his/her) hard work paid off when (he/she) passed the national exam on **(DATE)**!

Congratulations, **(NAME)**!

Example of template in use:

Please join me in congratulating, **Jane Smith** as the newest **Oncology Certified Nurse** at State Hospital. After months of preparation and studying, all of her hard work paid off when she passed the national exam on Tuesday!

Congratulations, Jane!