Dear [department name] team:

I'm very pleased to announce that [new employee’s name] will join [department

name] as [job title]. [New employee’s name] will begin her journey with us on [day, month,

year], and report to me.

As [job title], [new employee name]'s responsibilities will include [information about

what he or she will be doing]. [X and Y] will report to [employee name].

[Employee name] comes to us with more than [XX] years of experience, having served

[information about recent relevant employment background]. [He/She] has expertise in

[information about professional experience] and recent accomplishments have included

[an example or two from professional experience that illustrates expertise.]

[Employee name] received a bachelor's degree in [discipline] from [institution name]

and a master's degree in [discipline] from [institution].

Please join me in extending a heartfelt welcome to [new employee’s first name] as

[his/her] begins [his/her] journey here.

\*To help you recognize [employee name] when [he/she] arrives, I've attached [her/his]

photo.

Thank you,

[Supervisor Name]

\*Recommendation is to attach a headshot photo of the new staff hire to the email. Ask

your new hire to email you one to use for the announcement.