

NEW EMPLOYEE ANNOUNCEMENT

A new employee announcement is a critical step in the on boarding process that serves two purposes:

- (1) It helps your new hire feel welcomed to the team and company.
- (2) It ensures that your current employees know about the new hire's arrival.

This new hire announcement can help other employees understand how they'll be working with their new coworker and gives them an easy opportunity to reach out and say hello.

Here are a few tips to help you craft a new employee announcement that makes the newest member of your team feel welcomed and informs current employees of their arrival.

What is a New Employee Announcement Email?

A new employee announcement email is a message that announces that a new hire just joined you. It's to officially welcome a new hire in the organization.

This email usually goes out on the new hire's first day at the company, and it is sent via email to all employees with the new hire in the copy. Even if some team members are working remotely, they are aware of the new employee with this announcement email.

Some companies spice up this first day for the new hire by showing them around

the various departments and introducing them to other employees.

As simple as this gesture could be, it's always a memorable one. And this new employee announcement email becomes a premise for a healthy and long-term relationship.

Why is the New Employee Announcement Email Important?

The question: Are you a part of us? could be embarrassing.

And this is likely to happen if your current employees aren't aware of any new hire. "Oh, you're the new guy." would have been a better saying.

The new employee announcement email is important because it creates awareness. With it, other team members fully understand that the company has a new hire, and they could tell the department and level.

Acknowledging the new employee's presence and the value they are bringing to the organization gives a head-up to everyone. A new hire welcome message or activity seals this deal.

Also, this will show a sense of acceptance and involvement on the part of the new hire. This is because the new hire understands she is a part of a new work family now as the announcement email eases her into the new workplace.

New employee introduction email to team subject line examples

- Welcome to the team, [new employee's name]
- Please welcome our newest team member(s), [new employee's name(s)]
- Let's welcome [new employee's name] aboard
- A warm welcome to [new employee's name] joining our team
- Welcome to the team: [new employee's job position], [new employee's name and surname]
- Say hello to our new [new employee's job position], [new employee's name]
- Introducing our newest team member, [new employee's name]
- Say hi to [new employee's name], our newest team member
- Hello everyone, please welcome [new employee's name] to the team
- We have a new member of the team – please welcome [new employee's name]
- Meet our newest team member, [new employee's name]

Welcome an employee on the first day

Example: -

Together, let us innovate and take this company to new heights.” “We hope you had a smooth onboarding experience. The entire team a wait to meet you!”

“Welcome [employee's name], Hope you have a wonderful time here!

How to Introduce a New Employee to Your Clients

Just like internal team introductions, it's important to let clients know that your team is expanding. An email with the new employee's name, job title, education/work experience background, and a fun fact is informative while being enjoyable!

Make sure it's clear to your clients in your email introduction what they can expect from the new employee moving forward. Are they their new direct contact? Will the new employee be in touch with them on further on new opportunities, etc.

New Employee Introduction Email: Internal Team

[Department] Team,

I am happy to announce a new team member that will be joining in our business efforts. They are **[positive attribute]** and come to us from **[past job]** with **[key work experience]**.

You can lean on them for **[key responsibilities in role]** and in their free time, they like to **[two fun facts]**.

We are excited to have **[new employee's name]** be a part of our community. Please join me in giving them a big warm welcome!

Best regards,

[Your name]

[Signature]

New Employee Introduction Email: to company staff

Email Subject line: Welcoming [Employee's name] to [Company name] /
[department]

Hi all,

I am very pleased to announce that [Employee's name] will be joining us as a [Job title] on [Start date.]

[Employee's name] will work with [department/ team] to [Add information about what they'll be doing / what they'll be responsible for, e.g. 'help us grow our sales department'.] [He/She/They] previously worked at/in [Add information about employment background.] [He/She/They] recently graduated from [Insert information about academic background.]

Please come to meet [Employee's name] on [Start date] at [specific time] and welcome [him/her/them] to the team!

Best regards,

[Your name]

[Signature]

New Employee Introduction Email: Clients

[Client Name],

As one of our valued clients, it is important that we keep you up to date with the current happenings here at **[company]**. We are excited to introduce you to our new **[job title]**, **[new employee name]**! They come to us with **[key work experience]**.

In the next few weeks **[new employee name]** will be training with me as they transition into their new role. We appreciate your patience and understanding as they learn.

Thank you for your continued support. If you have any questions through this transition or about **[new employee name]** please feel free to reach out!

Best regards,

[Your name]

[Signature]

New Employee Introduction Email to Colleagues

To all staff.

Name -----will be joining ABC to fill our open position in [insert department]. Her first day will be [insert date].

Name ----- has worked for several years in the [insert industry] and we are delighted to welcome her to the [insert company name] team. If you see Joyce around the office, make sure you extend her a warm welcome.

Name ----- will participate in employee onboarding activities for her first few weeks on the job. Name -----will work closely with [insert co-worker name] who will serve as her official mentor. You will find her in our marketing department on the fourth floor. Take a moment to stop by and welcome her to the company.

Name ----- is a seasoned traveler and amateur photographer with plenty of stories to share. You can contact her on extension [extension number] or [insert email address].

Regards,

Director, People Operations

[Name]

[Signature]

New Employee Introduction Email to Clients

Hello Team,

I'm very pleased to announce that Employee Name will be joining us as a Policy Analyst. She will begin her journey with us on the 16th of December 20--.

As the policy analyst, Joyce's responsibilities will include [information about what she will be doing]. And she'll directly report to [employee name.]

Employee Name comes to us with more than [XX] years of experience, having served [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 the [institution attended] and a master's degree in [discipline] from [institution.]

Please join me in extending a heartfelt welcome to Joyce as she begins her journey at ABC Company.

I've attached her photo to help you recognize her when you see her around.

Regards.

Director, People Operations

[Name]

[Signature]