

(Name of Organization)

NEW EMPLOYEE ANNOUNCEMENT EMAIL

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 has previously worked at/in [Add information about employment background] / He/She has 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 to the team!

Best regards,

[Your name]

[Signature]