

New Employee Announcement Email

To: [Staff in new employee's department]
From: [Employee's supervisor]
Date: [One week before new employee's start date]
Subject: Welcoming [New employee]

I'm very pleased to announce that [new employee] will be joining us as [job title] on [start date]. [New employee] will be responsible for [insert information about what he/she will be doing].

[New employee] has recently joined us from [information about recent relevant employment background].

Please join me in welcoming [New Employee] to our team!

You can reach [new employee] at:
[office location]
[phone number]
[email address]

Best regards,
[Name of Direct Supervisor]