

Sample Email Announcing a New Employee's Arrival

To: Department Team Members
From: Supervisor/Manager
CC:
Date:
Subject: New Team Member

I am pleased to announce that [new employee's name] will be joining our team as a [job title/responsibility]. [New employee's name] comes to our department with many years of experience [provide some specific details about qualifications].

[New employee's name]'s first day will be [date]. ¹ Please make it a point to welcome [new employee's name] to our group on [his/her] first day.

Thank you for helping make [new employee's name]'s transition to our department a smooth and pleasant experience.

¹ Explain the department orientation plans you have scheduled and attach a schedule of planned activities. If you have selected one person to be the new employee's buddy, announce that person's role and responsibilities.