Appendix B: Sample Welcome Email from Hiring Manager to Entire Team

New Employee Announcement Template
(To all unit employees from manager)

Good day:

I am delighted to announce that *new employee's name* will be joining our department as *job title of new employee* on *start date*.

Name of new employee comes to us from (*previous employer*), where *he/she* was a *previous job title* for *#* years. *Name* brings *list capabilities/competencies, or how they will be contributing to the team. (Can include something personal such as hobbies, sports or interests if known)*.

Name of "navigator" will be assigned to help *new employee's first name* during the orientation process. However, all of us will be responsible for helping *new employee's first name* become a productive member of our team.

Name's first day will be *MM/DD/YYYY*, and will be located *workspace/building/floor*. We will be bringing *new employee's name* around for initial introductions, but please feel free to stop by and introduce yourself and welcome *new employee's name* to our unit.

Please join me in welcoming *new employee's name* to our team.

Sincerely,

Manager's Name

IF YOU WOULD LIKE THE WORD VERSION OF THIS TEMPLATE, PLEASE ACCESS THE HR FORMS IN THE MY.MUN PORTAL UNDER THE EMPLOYEES TAB