

# New Employee Email Announcement

To: [Staff in new employee's work area/department]  
From: [Employee's Manager or Department Head]  
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 come to [location of welcome gathering] on [date and time] to meet [new employee] and welcome [him/her] to our team!

You can reach [new employee] at:

[work address/office location]  
[phone number]  
[email address]

Best regards,

[Name of Manager]