Sample New Employee Announcement Email

Dear Staff:

The <Department> team is pleased to announce that we have filled our open position of <Position>. <Name> will join us on Date. Please join us at 9:00 a.m. in the conference room for a brief hello and snacks and to welcome <Name> to the department on <his/her> first day.

<Name> has 15 years of experience in increasingly responsible roles within <strength training> at several institutions. In <his/her> most recent position, <he/she> managed conditioning for The Justice League>. <His experience is enhanced by his bachelor’s degree in physics with a concentration in gama radiation from UNC Pembroke.>

<Name’s> office is located in <Jones Athletic Complex> in room 1228. Be sure to stop by and say hello. <His/her> email address is <xxxxx.xxxxx@uncp.edu> and his/her phone number is <910-555-5555>.

Thanks for joining me in welcoming <Name> to the team.