[](https://goo.gl/9c3LfE)

**New Employee Announcement Email**

**SUBJECT LINE:**

Welcome [New Employee Name] to [Department] at [Company Name]

**BODY OF EMAIL:**

Greetings everyone,

It is my pleasure to announce that [Employee Name] will be joining our team as a [job title] on [start date].

[Employee Name] will work with [Department/Team] to [brief description of duties, title, etc.]. He/She has previously worked at/in [work/industry experience overview or recent graduation, etc.].

Please take a moment to introduce yourself to [Employee Name], and join me in welcoming our newest team member!

Best regards,

[Your Name]

[Company standard signature format, logo, etc.]