

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*.

Prior to joining our team, *new employee's first name* worked at *name of previous employer* for *# years* as *name of previous position*. *New employee's first 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)*.

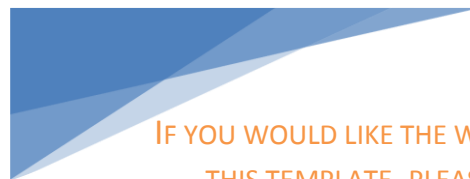
Name of "navigator" will be assigned to help *new employee's first name* during the orientation process. However, all of us will be responsible for helping *new employee's first name* become a productive member of our team.

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



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EMPLOYEES TAB