**New employee Announcement Email Template**

**Subject line:** Help us **welcome [new employee name] to the team!**

Hi everyone,

Please join me in welcoming [new employee name] to the [team, department, company].

[Employee name] will be joining us on [start date] as a [role title] on the [team or department], reporting to [direct supervisor]. [Employee name] will be responsible for [brief description of what they’ll be doing].

[Academic and professional background, including where the new employee went to school, years of experience, where they worked previously, etc.]

[Fun facts in paragraph or bullet point format]

We’re excited to see [employee name] apply their experience and education to help grow our business and [impact they’ll have, such as reaching a revenue goal].

You can reach [employee name] at [phone number, email, etc.].