**Sample New Employee Announcement**

To [staff of new employee's work area]:

I'm very pleased to announce that [new employee] will join [department name] as [job title] on [start date]. [New employee] will begin her journey with us on [day, month, year], and report to (Name of supervisor).

As [job title], [new employee name]'s responsibilities will include [information about what he or she will be doing]. [X and Y] will be report to [employee name].

[Employee name] comes to [Agency name] with more than [XX] years of experience, having served [information about recent relevant employment background]. [He/She] has expertise in [information about professional experience] and recent accomplishments have included [an example or two from professional experience that illustrates job related expertise.]

[Employee name] received a bachelor's degree in [discipline] from [institution name] and a master's degree in [discipline] from [institution].

Please stop by and welcome (new employee) to the organization if you are in the area.

You can reach [new employee] at:

* [physical location/work address]
* [phone #]
* [email address]

To help you recognize [employee name] when [he/she] arrives, I've attached [her/his] photo.\* (Optional)

Thank you,

[Supervisor Name]

NOTE