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| ***New Employee Announcement Template*** | | | | | | | | | |
|
| *(To coworkers from supervisor)* | | | |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
| Dear [Department name] team: | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| It is my pleasure to announce that [new employee's name] will be joining our department as | | | | | | | | |  |
| [job title of new employee] on [start date]. | | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| [Name of "Buddy"] 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. | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Please join me in extending a heartfelt welcome to [new employee's first name] on [his/her] first day. | | | | | | | | | |
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|  |  |  |  |  |  |  |  |  |  |
| Sincerely, |  |  |  |  |  |  |  |  |  |
| [Manager's Name] | |  |  |  |  |  |  |  |  |