

Official announcement of new employee

Subject: Welcome Our New Team Member

Dear Team,

We are pleased to announce that [New Employee Name] has joined [Company Name] as [Job Title], effective [Start Date]. [He/She/They] will be reporting to [Manager Name] in the [Department Name] department.

[New Employee Name] brings valuable experience in [brief summary of skills/experience] and we are confident that [he/she/they] will make a significant contribution to our team. Please join us in welcoming [him/her/them] and offering your support as [he/she/they] transitions into this new role.

Sincerely,

[HR/Manager Name]

[Title]

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