***Template for Memo/E-mail Announcing***

***New Employee’s Arrival***

To: [All Relevant units/individuals]

From: [Supervisor’s Name]

Date: [date]

Subject: Introducing [insert new employee’s name]

I am pleased to announce that today [**New Employee Name]** will be joining our team as [**New Employee Title]** reporting to me. She/He comes to us with **[insert type of new employee’s previous** **work experience]** experience at [**Previous Companies/institutions],** where she/he performed extensive **[insert type of previous tasks performed].** She/He graduated from the [**School Name]** with a **[insert academic degrees/professional certifications].** In addition, other highlights of her/his career include **[insert additional highlights].**

**[New Employee Name]** will be working with members of our team to support [**Job Responsibilities]**.

Although I will officially be responsible for supporting the transition of our newest team member in the first few weeks, I ask each of you to make her/him feel welcome. [**New Employee Name]** phone number will be xxx.xxx.xxxx. She/He will be located in [**Office Location**].

Thank you for helping to make [**New Employee Name]** orientation to our unit a smooth and pleasant experience.