**New Employee Announcement Email**

| Subject: Welcoming [Employee’s Name] to [Company Name]  Hi all,  We are very pleased to inform you all that [Employee Name] as [Job Title] in the [department name] department on [start date].  [Employee’s Name] will work with the [department name] to [add the details about what the employee will be doing, what would he/she be responsible for, for example, growing the sales of the company]. He/She worked at [mention the details of the previous employment].  Please come to meet him/her at the [specify location and time] to welcome him/her to the [Company Name].  Sincerely, [Your Name]  [Email Signature] |
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