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## NEW HIRE INTRO EMAIL TEMPLATE

An introduction email is a great way to introduce your new hire and make them feel they are part of a team, while also letting colleagues know the organization is growing and welcoming new talent.

### New Hire Introduction

Here are some tips and examples for writing an introduction email for a new team member. You would not need to include a comprehensive professional history but please try to include a brief, but descriptive summary.

### Guidelines for writing a New Hire Introduction

1. Start with a clear and catchy subject line, such as "Please Welcome [name]!" or "Meet [name], our new [role]!"
2. Begin with a friendly greeting.
3. Introduce the new team member by stating their name, role, and start information.
4. Share some relevant background information about the new team member, such as their previous experience, skills, achievements, or education.
5. Include some personal details (with the new employee's permission), such as their hobbies, interests, or fun facts, to help the team get to know them better.
6. Encourage the team to welcome the new team member and invite them to reach out to them via email, chat, or in person.
7. End with a positive note, such as "We're excited to have you on board, [name]!" or "Looking forward to working with you, [name]!"

### Sample Email

Here's an example of an introduction email for a new team member:

*Subject: Please Welcome Carol Danvers to Metsera!!*

*Dear Colleagues,*

*I'm delighted to introduce Carol Danvers, who has recently joined the Human Strategy team as a Project Manager. Carol comes to us from Widgets International, Inc., where she successfully delivered a Digital Transformation project. She brings over 12 years of experience leading diverse teams and managing enterprise-level projects within the health science industry, including*



*roles at Life Sciences, Inc. and Wellness Today. She has a degree from University State where she majored in Economics and minored in Communications.*

*Carol is passionate about technology and teamwork. She also enjoys photography, hiking, and baking in her spare time. She's looking forward to meeting you all and learning more about how she can contribute to our unique mission.*

*Please join me in welcoming Carol and feel free to schedule time with her or read more about her background in our Portal Directory [here](#).*

*We're thrilled to have you on board, Carol!*