

New Employee Announcement



To all staff.

[Annie Miles] will be joining [Bohlig's Construction Inc.] to fill our open position in [interior design]. [Her] first day will be [October 2021].

[Annie Miles] has worked for several years in the [interior design industry] and we are delighted to welcome [her] to the team. If you see [Annie Miles] around the office, make sure you extend [her] a warm welcome. [Annie Miles] will participate in employee onboarding activities for [her] first few weeks on the job.

[Annie Miles] will work closely with [Angela Berry] who will serve as [her] official mentor. You will find [Annie Miles] in our interior design department on the first floor. Take a moment to stop by and welcome [her] to the company.

[Annie] is a seasoned designer and dedicated craftsmen with plenty of stories to share. You can contact [Annie Miles] on extension [123-456-7865].

Regards,

[Nate Trip]

Department Manager

