RE: New Hire Announcement

From: Leader

To: Business Unit

Via: Email

Dear Department Team,

Today is a great day as I am pleased to announce that insert preferred first/last name has accepted our offer and will be joining our team on insert date. Name will join us as a/an *insert position title* in the location/team/department/floor/etc.

Insert name has (*share some very brief work history; i.e. worked for several years in accounting in oil and gas, etc*) and we are excited to welcome him/her to our group and look forward to having his/her knowledge and expertise to compliment the skills of our team. Please help me in welcoming insert name to Enable.

His/her Enable Peer Advisor is insert advisor’s name. He/She will be partnering with insert name throughout the next three months. Please be sure to show your support to both employees through this process.

Thank you for joining me in welcoming insert name to the team.

Kind regards,

Insert Leader Name