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To: All employees of \_\_\_\_\_

**Subject: New Hire**

Dear All:

It is with great joy that I would like to announce the addition of a new member to our team. Please join me in welcoming our newest employee: \_\_\_\_\_ as \_\_\_\_\_.

I am thrilled to have \_\_\_\_\_ join us in the following department: \_\_\_\_\_. The first day in the new position will be \_\_\_\_\_.

Here are a few things to know about our new teammate:

\_\_\_\_\_

Sincerely,

\_\_\_\_\_