**SAMPLE EMAIL**

I am pleased to announce that [new employee’s name] will be joining our team as a [job title]. [New employee’s name] comes to our department with [provide some specific details about experience and qualifications]

[New employee’s name]’s first day will be [date]. Please make a point of welcoming [new employee’s name] and assisting them wherever possible with their transition to our team.

Best regards,

[Manager]