Email Subject line: Welcoming [*Employee’s name*] to [*Company name*] / [*department*]

Hi all,

I am very pleased to announce that [*Employee’s name]* will be joining us as a [*Job title*] on [*Start date*.]

[*Employee’s name*] will work with [*department/ team*] to [*Add information about what they’ll be doing / what they’ll be responsible for, e.g. ‘help us grow our sales department*’] He/She has previously worked at/in [*Add information about employment background*] / He/She has recently graduated from [*Insert information about academic background.*]

Please come to meet [*Employee’s name*] on [*Start date*] at [*specific time*] and welcome him/her to the team!

Best regards,

[*Your name*]

[*Signature*]