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/They*] previously worked at/in [*Add information about employment background.*] *[He/She/They]* 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/them*] to the team!

Best regards,

[*Your name*]  
[*Signature*]