Welcome new staff email template | Workable

**Email Subject Line:** Welcoming new team members at [*Company\_name*]

Hi all,

I am very pleased to announce that our team is growing. [*Start date, e.g. Next week or Next Monday*], [*number of new employees, e.g. three new employees*] will be joining us.

* [*First employee’s full name*] will join the [*department/ team*] on [*start date*] as our new [*Job title.*] [*Add information about what they’ll be doing / what they’ll be responsible for, e.g. “John Smith will help us grow our sales department”*] [*He/She/They*] previously worked at [*Add information about employment background.*] [*He/She/They*]  recently graduated from [*Add information about academic background.*]
* [*Second employee’s full name*] [*Insert information, as listed above.*]
* [*Third employee’s full name*] [*Insert information, as listed above.*]

Please join me in welcoming our new team members and make sure to stop by their workspaces to introduce yourselves!

Best regards,

[*Your name*]  
[*Signature*]