

## WELCOME ANNOUNCEMENT TEMPLATE

The following template is designed to help leaders introduce a new member to their team. Be sure to copy your new employee on your welcome announcement. Please note that this is only a suggested format. As you make changes to personalize the email, please keep three things in mind:

1. Focus on how excited you are to welcome the new team member.
2. Provide background information on your new team member and their responsibilities, but keep it brief.
3. Encourage the new employee's colleagues to reach out to help the new employee acclimate to his/her new role.

### Template Letter:

To: Team  
From: Hiring Leader

Subject: Welcome [New Employee]

Dear [team members],

I am very pleased to announce that [New Employee] will be joining our team as [title] on [start date]. [He/She] will be responsible for [provide a brief description of role].

[New Employee] comes to us from [previous employer/school], where they [provide a brief description of relevant work history/education].

Please join me in welcoming [New Employee]. I encourage you to connect with [New Employee] to welcome [him/her] to our team.

Best regards,  
[Name of Manager]

\*Adapted from Ryerson University's 'Leaders' Guide to Onboarding'