## SAMPLE ANNOUNCMENT EMAIL TO THE STAFF

**(Be sure to replace items in** RED **with specific details):**

Dear [Directorate Name] team:

I am delighted to announce that [New Employee’s Name] will be joining our department as [Job Title of New Employee] on [Start Date]. [New Employee’s First Name] will be responsible for [provide description of the role].

[New Employee’s First Name] comes to us from [Former Company Name] where [he/she] [provide a two or three sentence description of the new employee’s relevant work history].

[Name of Sponsor] will be assigned to help [New Employee’s First Name] during the on-boarding process. However, all of us will be responsible for helping [New Employee’s First Name] become a productive member of our team.

Please join me in extending a heartfelt welcome to [New Employee’s First Name] on [his/her] first day. I encourage you to connect with [New Employee’s First Name] and to share your knowledge regarding our organization, directorate and customers.

Best regards,

[Supervisor’s Name]