

# New Employee Announcement Sample

Dear Team,

I am pleased to announce that we have a new addition to our team. Please join me in welcoming [New Employee Name] who has joined us as [Position/Title] in the [Department/Team].

[New Employee Name] comes to us with [Number of years] years of experience in [Area of expertise]. [He/She] has previously worked at [Previous Company] where [he/she] played a significant role in [Major accomplishments]. [He/She] holds a degree in [Degree] from [University].

In [New Employee Name]'s new role, [he/she] will be responsible for [Responsibilities of the position] and will be working closely with [Team/Department] to [Objective of the role].

We are thrilled to have [New Employee Name] on board with us and believe [he/she] will make valuable contributions to our organization. Please join me in welcoming [New Employee Name] to the team and wishing [him/her] a successful and fulfilling career with us.

Best regards,

[Your Name]

[Your Title/Position]

[Your Department/Team]