## **Quick New Hire Announcement Email**

Subject: New Team Member Alert – [Employee Name]
Hi Team,
[Employee Name] joined our [Department] as [Position] on [Start Date]. Excited to have
[him/her/them] on board!
Best,

## Get more templates here:

[Sender Name]

https://www.lettersandtemplates.com/letters/new-hire-announcement-letter-to-employees