## Official announcement of new employee

Subject: Welcome Our New Team Member

Dear Team,

We are pleased to announce that [New Employee Name] has joined [Company Name] as [Job Title], effective [Start Date]. [He/She/They] will be reporting to [Manager Name] in the [Department Name] department.

[New Employee Name] brings valuable experience in [brief summary of skills/experience] and we are confident that [he/she/they] will make a significant contribution to our team. Please join us in welcoming [him/her/them] and offering your support as [he/she/they] transitions into this new role. Sincerely,

[HR/Manager Name]

[Title]

## **Get more templates here:**

https://www.lettersandtemplates.com/letters/new-hire-announcement-sample