

## New Employee Announcement Template

*(To coworkers from supervisor)*

Dear [department name] team:

I'm very pleased to announce that [new employee] will join [school/unit/department name] as [job title]. [New employee] will begin her journey with us on [day, month, year], and report to me.

As [job title], [new employee name]'s responsibilities will include [information about what he or she will be doing]. [X and Y] will report to [employee name].

[Employee name] comes to us with more than [XX] years of experience, having served [information about recent relevant employment background]. [He/She] has expertise in [information about professional experience] and recent accomplishments have included [an example or two from professional experience that illustrates expertise.]

[Employee name] received a bachelor's degree in [discipline] from [institution name] and a master's degree in [discipline] from [institution].

Please join me in extending a heartfelt welcome to [new employee's first name] as [his/her] begins [his/her] journey at FIU.

\*To help you recognize [employee name] when [he/she] arrives, I've attached [her/his] photo.

Thank you,

[Supervisor Name]

Note

\*Recommendation is to attach a headshot photo of the new staff hire to the email. Ask your new hire to email you one to use for the announcement.

[Manager's/Supervisor's name]