

Sample Email Announcing New Employee

(Address team),

Please join me in welcoming (name), a (classification or title) within our office. (Name of new employee) comes to us with experience in (job or employment background) and will be a great asset to our team. (S/He) will be working with (names of coworkers) on (job duties).

As a new state employee, (s/he) will have much to learn about (her/his) new job and our department. I have asked (name) to be (her/his) onboarding sponsor as (s/he) gets settled in, but I know I can count on all of you to help him/her get acquainted with department staff and make him/her feel welcome.

(Her/His) start date is scheduled for (date). Please be sure to stop by (location of cubicle/office) to introduce yourself and welcome him/her to our department and program.