New employee announcement email

Send it on the new hire's first day or the business day before, usually from their manager. For whole-company announcements, a weekly roundup of new starters works better than one email per person.

TO THE TEAM, FROM THE MANAGER

Subject: Please welcome [New Hire Name], our new [Job Title]

Hi team,

I'm happy to introduce [New Hire Name], who joins us as [Job Title] on [Start Date].

[New Hire First Name] comes to us from [Previous Role or Background, e.g. five years running dispatch at a regional logistics company]. They'll be working on [Main Responsibilities] and will sit with [Team or Location].

A few things that would help this week:
- Say hello in person or on [Chat Channel].
- [Buddy Name] is their onboarding buddy, so loop them in on questions.
- If you're on [Project or Shift], expect [New Hire First Name] to shadow you on [Day].

Outside work, [New Hire First Name] [Personal Detail They Agreed to Share].

Please make them feel welcome.

[Manager Name]
[Manager Title]

COMPANY-WIDE

Subject: Welcome to [New Hire Name], [Job Title] in [Department]

Hi everyone,

Please join me in welcoming [New Hire Name], who started today as [Job Title] in [Department], reporting to [Manager Name].

[New Hire First Name] will [One-Sentence Description of the Role and Why It Matters]. Before joining [Company], they [Brief Background].

You can reach [New Hire First Name] at [Email] or on [Chat Channel]. If your work overlaps with [Department], drop them a note to say hello.

Welcome aboard, [New Hire First Name].

[Sender Name]
[Sender Title]

NEW TRAINING CLASS OR GROUP OF HIRES

Subject: Welcome to our [Month] [Job Title] class

Hi all,

On [Start Date], [Number] new [Job Title]s join us at [Site Name]. They'll be in training with [Trainer Name] in [Training Room] until [Training End Date], then join their teams on the floor.

Our new team members:
- [Name 1], joining [Team or Shift]
- [Name 2], joining [Team or Shift]
- [Name 3], joining [Team or Shift]

If you see someone with a [Badge Color or Lanyard] in the break room, say hello. Team leads, please plan a 15-minute meet-and-greet with your new starters during their first week on the floor.

Thanks for helping them get off to a good start.

[Site Leader Name]
[Title], [Site Name]

SENIOR OR LEADERSHIP HIRE

Subject: [New Hire Name] joins [Company] as [Job Title]

Hi everyone,

I'm pleased to announce that [New Hire Name] has joined [Company] as [Job Title], starting [Start Date]. [New Hire First Name] will lead [Team or Function] and report to me.

[New Hire First Name] brings [Number] years of experience in [Field], most recently as [Previous Title] at [Generic Description of Previous Employer]. Their first priorities will be [Priority 1] and [Priority 2].

Over the next few weeks, [New Hire First Name] will be meeting with teams across [Departments]. If you'd like time on their calendar, contact [Assistant or Coordinator Name].

Please join me in welcoming [New Hire First Name].

[Executive Name]
[Executive Title]

SUBJECT LINE IDEAS

- Please welcome [New Hire Name] to the team
- Introducing [New Hire Name], our new [Job Title]

• Welcome to [New Hire Name], [Job Title] in [Department]

• New team member: [New Hire Name]

• Meet our [Month] new starters

• [New Hire Name] joins [Company] as [Job Title]

SMS / WHATSAPP VERSION

Team update: please welcome [New Hire Name], our new [Job Title], starting [Start Date] on [Shift or Team]. Say hi when you see them, and loop in [Buddy Name] (their buddy) with any questions. Thanks, [Manager Name]

Placeholders to replace: [New Hire Name], [New Hire First Name], [Job Title], [Start Date], [Department], [Manager Name], [Manager Title], [Team or Location], [Buddy Name], [Chat Channel], [Previous Role or Background], [Personal Detail They Agreed to Share], [Site Name], [Number], [Training End Date], [Sender Name], [Company]