New manager announcement email

Send it after the new manager has signed and the team's current leader and direct reports have been told in person, usually one to two weeks before the start date.

EXTERNAL HIRE, TO THE TEAM

Subject: Introducing [Manager Name], our new [Manager Title]

Hi team,

I'm pleased to let you know that [Manager Name] will join us as [Manager Title], leading [Team Name], starting [Start Date].

[Manager First Name] comes to us from [Previous Employer Type, e.g. a national healthcare insurer], where they ran [Previous Scope, e.g. a 120-person claims operation across two sites]. They bring a lot of experience in [Area of Strength].

What this means for you:
- From [Start Date], [Team Name] will report to [Manager First Name].
- Until then, keep bringing questions to [Interim Contact].
- [Manager First Name] will spend the first few weeks meeting each of you one-on-one and sitting in on [Team Routine, e.g. huddles and floor walks].

Please make [Manager First Name] welcome when they arrive.

[Senior Leader Name]
[Title]

INTERNAL MOVE TO A NEW TEAM

Subject: [Manager Name] will lead [Team Name] from [Start Date]

Hi everyone,

Starting [Start Date], [Manager Name] will move from [Current Team or Site] to lead [Team Name] as [Manager Title].

Many of you have worked with [Manager First Name] already. Over the past [Time Period] they've [Specific Achievement]. [Previous Manager Name] is [moving to New Role / leaving on Date], and the two of them will overlap for [Handover Period] to hand over open items.

Your schedules, pay and day-to-day processes are not changing as part of this move. If you have questions in the meantime, talk to me or [HR Business Partner Name].

[Senior Leader Name]
[Title]

INTERIM MANAGER

Subject: Interim leadership for [Team Name]

Hi team,

While we recruit a permanent [Manager Title], [Interim Manager Name] will lead [Team Name] on an interim basis from [Start Date].

[Interim Manager First Name] will handle [Scope, e.g. approvals, scheduling and escalations] and will hold the team's weekly meeting. We expect to have a permanent manager in place by [Expected Date], and I'll update you as that moves.

Thanks for your support during the transition.

[Senior Leader Name]
[Title]

SELF-INTRODUCTION FROM THE NEW MANAGER

Subject: Hello from your new manager

Hi everyone,

I'm [Manager Name], and I'm joining as [Manager Title] on [Start Date]. I'm looking forward to meeting all of you.

A bit about me: [Two or Three Sentences on Background and How They Like to Work].

For my first few weeks, my priority is listening. I'll book 30 minutes with each of you to learn what's working, what isn't and what you need from me. If there's anything you'd like me to know before then, my door (and inbox) is open.

See you soon,
[Manager First Name]

SUBJECT LINE IDEAS

- Introducing [Manager Name], our new [Manager Title]
- Please welcome [Manager Name] to [Team Name]
- [Manager Name] will lead [Team Name] from [Start Date]
- Leadership update for [Team Name]
- New leader for [Department]: [Manager Name]
- Hello from your new manager

SMS / WHATSAPP VERSION

Team update: [Manager Name] joins as [Manager Title] on [Start Date] and will lead [Team Name]. Until then, questions go to [Interim Contact]. [Manager First Name] will set up 1:1s in the first weeks. [Senior Leader Name]

Placeholders to replace: [Manager Name], [Manager First Name], [Manager Title], [Team Name], [Start Date], [Previous Employer Type], [Previous Scope], [Area of Strength], [Interim Contact], [Previous Manager Name], [Handover Period], [HR Business Partner Name], [Senior Leader Name]