

New Employee Announcement Template

(To coworkers from supervisor)

Dear [department name] team:

I am delighted to announce that [new employee's name] will be joining our department as [job title of new employee] on [start date].

[Name of "Buddy"] will be assigned to help [new employee's first name] during the orientation process. However, all of us will be responsible for helping [new employee's first name] become a productive member of our team.

Please join me in extending a heartfelt welcome to [new employee's first name] on [his/her] first day.

Sincerely,

[Manager's/Supervisor's name]

*Adapted from and used with permission from Jean Barbazette, *Successful New Employee Orientation* published by Pfeiffer & Associates, copyright Jean Barbazette, 1994
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