



NEW HIRE ANNOUNCEMENT (INTERNAL) EMAIL TEMPLATE

Instructions:

- Send on employee's first day
- Take picture of new hire at some point in the morning - you'll need it to complete the template
 - If they are camera shy, ask if they have favorite gif or avatar they would like to share
- Copy and paste the email template below into a new email, and send it to all@
- Update the highlighted portions with the relevant information
- Proofread to ensure that you've gotten it all correct - make sure name is spelled correctly and pronouns are updated throughout

Subject:

Please welcome {insert new hire name here}!

Hello team!

I'd like to introduce you to {insert new hire name here} who will be joining the Location team on oo/oo/oo as {insert role here}. Their pronouns are {they/them, she/her, he/him}.

{insert new hire name here} joins us from {last place of employment or other relevant prior experience}. We are so excited to welcome them, and look forward to adding their talents to our already amazing team!

If you see {insert new hire name here}, please take a moment to introduce yourself and find out a little bit about them!

{insert photo/gif/avatar of new hire here}