*New-Employee Announcement**
(to coworkers from supervisor)

Dear [department name] team:

I am delighted to announce that [new employee's name] is joining our department as [job title of new employee] on [start date]. In [his/her] new role, [new employee's name] will be responsible for [highlight job responsibilities].

During the orientation process [name of "peer mentor"] will be assigned as a "peer mentor" to [new employee's name]. Many of you will be involved in assisting [name of "peer mentor"] in training our new employee to become a productive member of our work team.

Please make a point of welcoming [new employee's name] to our department on [his/her] first day and do everything you can to make [him/her] feel welcome.

Sincerely,

[supervisor's name]