Sample New Employee Announcement Email

Dear Staff:

The <Wolves R Us> team is pleased to announce that we have filled our open position of <Marketing Director>. <Missy Wuf’s> first day will be January 1, 2017. Please join us at 9:00 a.m. in the conference room for a brief hello and snacks and to welcome <Missy> to the department on <her> first day.

<Missy> has 15 years of experience in increasingly responsible roles within <campaign design> at several institutions. In <her> most recent position, <she managed media relation for The Reynolds Group>. <Her experience is enhanced by her bachelor’s degree in Marketing from NC State.>

<Missy’s> office is located in the <Red Brick building> in room 6113. Be sure to stop by and say hello. <Her> email address is <Miss\_Wuf@ncsu.edu> and her phone number is <919-555-5555>.

Thanks for helping to make <Missy> feel welcome to <Wolves R Us>.