**New Hire Announcement | Email Template**

An email announcement should be sent to the new hire’s team/department/campus partners (the target audiences may differ in scope based on unit and job function). Ideally, this is sent the week prior to the new hire’s start date, but no later than their first day on the job

Below you will find a recommended formula/sample new hire email announcement. Of course, this may vary based on the unit/job function and should be tailored to meet your individual needs.

**Recommended Formula**

* **1st paragraph**: introduce the new hire, including their name, title, and start date.
* **2nd paragraph**: enter a brief biography that includes recent/relevant work experience, relevant degrees, and/or any personal information the new hire wishes to share.
* **3rd paragraph**: invite colleagues to welcome the new hire/include relevant contact information
* Attach a photo if available.

**Sample Email Announcement**

Subject: Welcome, [***new hire’s first name***]!

Team:

Please join me in welcoming [***new hire’s full name***], who is filling the role of [***job title/role***] in [***name of department***]. [***New hire’s first name***] will be joining the team on [***new hire’s start date***].

[***New hire’s first name***] recently worked as [***enter position name***] for [***Company Name***]. Prior to that, [***new hire’s first name***] held positions with [***XYZ***] and [***ABC***] organizations, and has earned a [***enter degree information***] from [***University Name***]. In [***new hire’s first name***]’s personal time, favorite activities include [***enter any personal information your new hire wishes to share***].

We are thrilled that [***new hire’s first name***] is joining our team. Please stop by to introduce yourself and welcome [***new hire’s first name***] to UGA Student Affairs: [***enter physical work location, email and phone number***].

[**Insert photo of new hire if available**]

Regards,

[***your name and contact information***]