**Welcome Email Template**

Directions: Use this as a template to email your team prior to the arrival of your new employee. All text in blue is replaceable. Introduce the employee and their experience and let them know when they will be starting. Make sure to cc the new employee to show them how excited you are to have them onboard.

Welcome Email Template

Hi Team,

I am very happy to announce the hiring of Enter Employee’s Name as our new Enter Employee’s Position

Enter First Name brings a great deal of enthusiasm and experience to the position. Enter a brief description of employment history and experience new hire brings to the position.

Enter First Name will be starting on Enter start date.  I am super excited to have Choose him/her on board to help us take the great programs we have and to make them even better.  So please help me in welcoming Choose him/her as the newest member of our team.

Thanks!