



New Hire Announcement- From Manager to Department and Stakeholders

Subject: Welcome (Employee Name)!

Dear Colleagues,

I am pleased to announce that (employee name) will be joining UD as the (employee's title), effective (effective date).

(Employee name) comes to us from (previous employer and title) where he/she was responsible for: List a few responsibilities of the employee in their previous role.

In (his/her) role with the University of Delaware, (employee name) will be handling: List 3-4 top responsibilities in the new role with UD.

Optional paragraph if new hire is comfortable and willing to contribute: While not working, (employee name) enjoys: List items employee is willing to provide to you to include.

Please join me in giving (employee name) a warm welcome to UD and the (department name) team!

Sincerely,

(Sender Name)