



## **Instruction**

The following template is designed to help managers introduce a new direct report to the team. Please note that this is only a suggested format. As you make changes to personalize the email, please keep three things in mind:

- Be Upbeat: Focus on how excited you are to welcome this new team member.
- Be Brief: It's important to provide background information on your new team member and that person's responsibilities, but be careful to not go too in-depth and potentially set false expectations for the team regarding the new employee's role.
- Be Helpful: Encourage everyone to reach out to help the new employee acclimate to his/her new role.

## **Sample Announcement**

Dear Pathways Team,

It is with great excitement that I announce [new employee] has joined our team!

[new employee] will be responsible for [provide description of the role].

[new employee] comes to Pathways from [former company name] where they [provide a two to three sentence description of the new employees relevant work history].

[new employee]'s first day is [date]. We are excited and very fortunate to have [him/her] join our team. Please join me in welcoming [new employee]. I encourage you to connect with [new employee] to welcome [him/her] to the team and to share your formal and informal knowledge regarding Pathways, department and customers. [Encourage colleagues to play a role in integrating the new employee to Pathways].