

Templates 1 and 2 are designed to facilitate and standardize the hiring manager's department-wide welcome announcement of a new team member.

Templates 3 and 4 are designed to facilitate and standardize the supervisor's notification of the entire staff of a change to an existing employee's position (assuming a new title, new duties, etc.).

#### **TEMPLATE #1**

#### **New Hire Announcement: From Hiring Manager to Department**

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To **[staff of new employee's work area]**:

I'm pleased to announce that **[new employee]** will join **[insert department or unit name]** as **[job title]** on **[start date]**. **[New employee]** will be responsible for **[information about what he or she will be doing]**.

**[Name]** has recently **[insert information about recent relevant employment background]**.

Come to **[location of welcome get-together]** on **[date]** to meet **[name]** and welcome **[him or her]** to our team!

You can reach **[new employee]** at:

- **[physical location/work address]**
- **[phone #]**
- **[email address]**

Thank you,

**[Name of supervisor]**

**TEMPLATE #2**

**New Hire Announcement: From Hiring Manager to Department**

Dear [**department name**] team:

I am delighted to announce that [**new employee's name**] is joining our department as [**job title of new employee**] on [**start date**]. In [**insert first name of new employee**]'s new role, [**he or she**] will be responsible for [**insert the highlights of the job responsibilities**].

During the orientation process [**name of "Tiger Pal"**] will be assigned as a "Tiger Pal" to assist [**new employee's name**]. Many of you will be involved in assisting [**name of "Tiger Pal"**] in training our new employee to become a productive member of our work team.

Please make a point of welcoming [**new employee's name**] to our department on [**his/her**] first day. Thank you.

Sincerely,

[**Name of supervisor**]

**TEMPLATE #3**

**Change of Job Duties Announcement: From Hiring Manager to Department**

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To **[staff of new employee's work area]**:

I'm pleased to announce that starting **[insert date]**, **[employee name]** will provide the department oversight on **[list 2-3 items at a general and high-level]**. **[Employee]** will be continue to be responsible for **[information about what he or she was (and still will be) doing]**.

Thank you,

**[Name of supervisor]**

**TEMPLATE #4**

**Promotion Announcement: From Hiring Manager to Department**

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To **[staff of new employee's work area]**:

I'm pleased to announce that **[employee]** has accepted a promotion to **[insert new job title.]** As **[insert new job title]**, **[Employee]** will be responsible for **[information about what he or she will be doing]**. Please send **[employee]** your congratulations for this exciting opportunity to contribute in a new capacity to **[insert department name]**.

Thank you,

**[Name of supervisor]**