



(New Employee Announcement Email)

SUBJECT LINE:

Welcome [New Employee Name] to the City of Centerville Public Works Department.

BODY OF EMAIL:

Greetings everyone,

It is my pleasure to announce that [Employee Name] will be joining our team as a [job title] on [start date].

[Employee Name] will work with [Department/Team] to [brief description of duties, title, etc.]. He/She has previously worked at/in [work/industry experience overview or recent graduation, etc.].

Please take a moment to introduce yourself to [Employee Name] and join me in welcoming our newest team member!

[Your Name]

[Company standard signature format, logo, etc.]