[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Welcome aboard!

New Joiner Announcement

Document: _____ **Date:** _____

From: _____ **To:** All staff

Subject: New joiner - [Employee name]

[Company name] is pleased to welcome [Employee name] to the team.

Name: _____

Role: _____

Department: _____

Start date: _____

Based at: _____

Reports to: _____

Please welcome [Employee name] on [Start date] and help them settle into [Department name].

Direct questions about this announcement to [Manager name], [Manager job title].