

Welcoming new hire in the team

Introducing your new employees to your entire team may seem a task to you but an announcement Email can make things pretty easy. If there are multiple new hires in your company, you can send one Email to introduce them to all. Keep in mind to include while preparing an Email:

- Full Name of your new hires
- Their Starting Date
- Job Details[Department, Job Title]
- Mention some of their qualities and even their hobbies
- Schedule a zoom/skype meeting with the team if it is remote hiring to introduce them to your team.

Here's a short/crisp Email Draft that you can customize as per your team and send it out:

Subject: Welcome our new team members!

Hi Team,

I am happy to announce that our team is expanding. From [Start date], [No.of employees] will be joining us. They are really excited to start this journey with us and grow as a team.

- [First employee's name] will join the [department] on [start date] as our new [Job position]. [Add a brief about what roles and responsibilities they will be having]. [He/She] previously worked at [employment background] for [work experience]. [He/She] recently graduated from [academic qualifications].
- [Second employee's name] [Insert information, as listed above.]
- [Third employee's full name] [Insert information, as listed above.]

Please join me in welcoming our new team members and make sure to join the meeting scheduled at lunch time for a formal introduction on [Date].

With Regards,
[Your name]

[Your Position]