[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
[Doc ID]	[Date]	[Manager name], [Manager job title]	All staff

Subject: New joiner - [Employee name]
[Company name] is pleased to welcome [Employee name] to the team.

Name	[Employee name]
Role	[Job title]
Department	[Department name]
Start date	[Start date]
Based at	[Office location]
Reports to	[Manager name], [Manager job title]

- 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].