

New employee announcement email template

Introduce a new hire to the team or company so people know who they are and how to welcome them.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Send this on the new hire's first day, or the day before, to the team or company. It helps everyone recognize the new person, gives them something to talk about in that first awkward hallway or Slack conversation, and tells people what the new hire will work on so they know when to involve them.

Ask the new hire what they are comfortable sharing before you write it. Some people love a fun fact and a photo, others would rather keep it professional. Never include personal details such as family situation or where they live without their permission. In large companies, send it to the immediate team and cross-functional partners rather than everyone.

Version 1: Team announcement

SUBJECT Please welcome [New hire full name] to [Team]

Hi team,

Please join me in welcoming [New hire full name], who starts today as our new [Job title].

[First name] joins us from [Previous company or background], where [one sentence on relevant experience]. Here, [he/she/they] will focus on [main responsibilities] and will work closely with [names or teams].

A little more about [First name]: [one or two personal details they chose to share].

[First name]'s first few weeks will include meetings with many of you. If you get an invitation, please make time for it. And if you see [First name] around, say hello.

Welcome to the team, [First name]!

[Manager name]

Version 2: Company-wide new hires digest

SUBJECT Welcome to our new teammates this month

Hi everyone,

We have [Number] new people joining us this month. Please give them a warm welcome.

[Full name], [Job title], [Team]: [One sentence about their background or what they will do].

[Full name], [Job title], [Team]: [One sentence].

[Full name], [Job title], [Team]: [One sentence].

You can find their profiles in [HRIS or directory link].

[People team]

Subject lines to try

- Please welcome [New hire full name] to [Team]
- Meet our new [Job title], [First name]
- Welcome to our new teammates this month
- A new face on [Team]
- Say hello to [First name]

How to personalize it

- Get the new hire's approval on the text, especially personal details.
- Say what the person will work on so colleagues know when to involve them.
- Use a photo only if the new hire agrees.
- Include their pronouns only if they offer them.

Mistakes to avoid

- Sharing the new hire's salary, level, or previous pay.
- Including personal information they didn't approve.
- Overselling them with a long list of past accomplishments.
- Sending a company-wide note for every hire in a large organization.

When to send it

On the morning of the first day, or the afternoon before. Monthly digests work well once the company passes a couple of hundred employees. Your HRIS or org chart tool can feed a new hires page so people can find

the details later.

| Before you hit send

- The start date, time, and address match the offer letter and the manager's calendar.
- Form I-9 instructions point to the official document list without naming specific documents.
- The manager and the buddy have seen the message and know their part.
- Portal links work from a personal email account, since the new hire has no company login yet.
- Nothing asks a nonexempt new hire to do unpaid work before day one.

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