**Announcement Email Templates**

**Send to**: New employee’s department/school/division (the audience may differ based on their position and scope within CMU)

**Timing**: Ideally, this should be sent the week prior to the new employee’s start date but no later than their first day of employment

**Purpose**: New employee introduction

**Instructions**: Enter information in bracketed areas.

## EMPLOYEE NEW TO CMU

**Subject:** Welcoming [New employee’s full name] as [Job title/role]

**CC:** New Employee’s Andrew Email

**Email Body:**

Please join me in welcoming [New employee’s full name], who is filling the role of [Job title/role] in [Name of department/college/division]. [New employee’s first name] will be joining the team on [Fill in new employee’s start date] and will be based at [Building/Location].

In this role, [New employee’s first name] will [Describe their role and responsibilities].

[New employee’s first name] recently worked as [Previous position name] for [Company Name]. Prior to that, [New employee’s first name] held positions with [Multiple company names] and has earned a [Degree earned] in [Degree area] from [University name]. In [New employee’s first name]’s personal time, favorite activities include [Enter any personal information your new employee wishes to share, such as: hiking, traveling, biking, and volunteering non-profit organizations].

We are thrilled that [New employee’s first name] is joining our team. Please take the opportunity to introduce yourself and welcome [New employee’s first name] to Carnegie Mellon: [Enter physical work location, email and phone number].

Regards,

[Your name and contact information]

## CURRENT CMU EMPLOYEE TRANSITIONING TO A NEW POSITION

**Subject:** Welcoming [New employee’s full name] as [Job title/role]

**CC:** New Employee’s Andrew Email

**Email Body:**

I am pleased to announce that [New employee’s full name] will be starting with [Name of department/college/division] on [Fill in new employee’s start date]. [New employee’s first name] will be joining the [Department] team as the [Job title/role] on [Fill in new employee’s start date] and will be based at [Building/Location].

In their new role, [New employee’s first name] will [Describe their role and responsibilities].

[New employee’s first name] has been with Carnegie Mellon University since [Original hire year] as the [Previous position name] for [Name of department/college/division]. In this role, [New employee’s first name] has [Describe responsibilities of previous position].

In their spare time, [New employee’s first name] enjoys [Enter any personal information your new employee wishes to share, such as: hiking, traveling, biking, and volunteering non-profit organizations].

We are excited that [New employee’s first name] is joining our team. Please take the opportunity to introduce yourself and welcome [New employee’s first name] to [Department/college/division]: [Enter physical work location, email and phone number].

Regards,

[Your name and contact information]

## FIXED TERM EMPLOYEE (INTRO TO TEAM)

**Subject:** Welcoming [New employee’s full name] as [Job title/role]

**CC:** New Employee’s Andrew Email

**Email Body:**

Hello, I'm pleased to share that [New employee’s full name] has joined the [Department] team as a [Job title/role] for a [Number of months]-month assignment. In this role, [New employee’s first name] will [Describe their role and responsibilities]. [New employee’s first name]’s first day will be [Day of the week and date].

A little about [New employee’s first name]’s experience... They started working [Describe responsibilities of previous position(s)]. [New employee’s first name] holds a [Degree earned] in [Degree area] from [University name]. [New employee’s first name] enjoys [Enter any personal information your new employee wishes to share, such as: hiking, traveling, biking, and volunteering non-profit organizations].

Please be sure to stop by and say hello!