To all staff.

[Insert employee name] will be joining [insert company name] to fill our open position in [insert department]. [His/Her] first day will be [insert date].

[Insert employee name] has worked for several years in the [insert industry] and we are delighted to welcome [him/her] to the [insert company name] team. If you see [insert employee name] around the office, make sure you extend [him/her] a warm welcome. [Insert employee name] will participate in employee onboarding activities for [his/her] first few weeks on the job.

[Insert employee name] will work closely with [insert co-worker name] who will serve as [his/her] official mentor. You will find [insert employee name] in our marketing department on the fourth floor. Take a moment to stop by and welcome [him/her] to the company.

[Insert employee name] is a seasoned traveller and amateur photographer with plenty of stories to share. You can contact [insert employee name] on extension [extension number] or [insert email address].

Regards,

[Insert name]

Department Manager