

## SAMPLE LETTER TO STAFF ANNOUNCING NEW EMPLOYEE

I am pleased to announce that [*new employee*] is joining our team at [*agency/board/commission name*] as [*job title*] in [*name of office/section/bureau/unit*].

**[insert brief history of the new employee]**

[*New employee*]'s first day will be [*date*]. I have asked [*name and title of Peer partner*] to take on the role of [*peer partner*]. Although [*peer partner*] will be officially responsible for guiding our newest team member through [*his/her*] first few months, I am asking each of you to assist in helping [*New Employee*] become a productive member of our team. Please make it a point to welcome [*new employee*] on [*his/her*] first day.

Thank you in advance for helping to make [*new employee*]'s transition a smooth and pleasant experience.

[*Name of supervisor*]