

## New Hire Suggested Email Announcement Templates

### EXAMPLE 1:

I'm delighted to announce that [new employee] will join [department name] as [job title] on [start date]. [new employee] will be report to [employee name].

As [job title], [new employee name]'s responsibilities will include [information about what he/she will be doing].

Please join me in welcoming [employee name] to the WSU Community!

[Supervisor Email Signature]

### EXAMPLE 2:

I'm delighted to announce that [new employee] will join [department name] as [job title] on [start date]. [new employee] will be report to [employee name].

As [job title], [new employee name]'s responsibilities will include [information about what he/she will be doing].

[Employee name] comes to Winona State University with more than [XX] years of experience, having served [information about recent relevant employment background]. [He/She] has expertise in [information about professional experience] and recent accomplishments have included [an example or two from professional experience that illustrates expertise.]

[Employee name] received a bachelor's degree in [discipline] from [institution name] and a master's degree in [discipline] from [institution].

Please join me in welcoming [employee name] to the WSU Community!

[Supervisor Email Signature]