**Internal Welcome Communication**

Dear Colleagues:

I am pleased to announce that [New Hire] has accepted the position of [Title] in [Department], effective [Hire Date]. This position reports to [Name].

[New Hire] will be responsible for [High Level Overview of Major Responsibilities].

Prior to accepting this position, he/she served as [List at Least Two Former Positions]. [New Hire] brings experience and a proven track record of success in the [Professional Field] area, which will be invaluable in meeting the departmental goals and objectives. [New Hire] graduated from [University Name] in [City/State] with a degree in [Major] and has a [Graduate Degree(s), if Applicable] from [University Name].

I am confident that [New Hire] will be an excellent match for this position and a strong asset to the [Department/Team]. [New Hire] will be in [Building/Room #] and can be reached at [Extension] or [E-Mail Address].

Please join me in welcoming [New Hire] to [the Organization/Department].

Thank you,