

Sample New Employee Email

Good afternoon Academic Experience colleagues!

Please help me welcome <new employee name> to the College of Charleston!

<new employee name> has a <description of education> and joining us from <description of past employment>.

He/She is the newest member to the Office for the Academic Experience and <AEX department> as the <job title>. He/She is excited to be here and looks forward to <description of what new employee is excited most about new position>.

We plan to take her around to meet the rest of the staff members in the Office for the Academic Experience soon. Make sure to say hi and introduce yourself if you see <name> on and around campus!

Photo of New Employee

Thanks,
<Supervisor>