Good Morning Everyone,

I am very pleased to announce [New Employee Name] as our new [Job Title] effective [Date]. She/He will be located in [Office Location/Campus].

[Employee Name] comes to us with many years experience in XX, specifically in the XX field. In recent years her/his prior positions included an XY and Z. [Employee Name] will report directly to [Supervisor Name] and she/he will be responsible XX.

We are confident that [Employee Name] is an excellent fit for our team. With her/his prior experience, it is apparent she/he will be a strong asset to the Office of XX. Below is her/his contact information:

name.lastname@utrgv.edu
(956) XXX-XXXX
[Office Location, Room Number]

Please join me in welcoming her/him.