**NEW EMPLOYEE ANNOUNCEMENT EMAIL**

SUBJECT LINE:

Welcome John Leary to our Marketing Department.

BODY OF EMAIL:

Greetings everyone,

It is my pleasure to announce that John Leary will be joining our team as a Marketing Specialist on the 1st of June of 2019.

John Leary will work with the Marketing team to execute effective marketing strategies, assist with campaign development, analyze the effectiveness of our campaigns and develop our lead generation programs. John will report to Michael Johnson, our head of department.

John's degree is from Colombia University, where he majored in marketing and minored in business management.

He has previously worked at 2 important companies in our field.

You can reach John on extension 843 and he spends a lot of time in AIM as johnleary72. He's also an enthusiastic player of tennis so let him know if you need a partner for a match.

Please take a moment to introduce yourself to John and join me in welcoming our newest team member!

Regards,

[Your Name]

[Company standard signature format, logo, etc.]