**SAMPLE EMAIL**

I am pleased to announce that [new Academic's name] will be joining our faculty/department as a [title]. [New Academic] comes to our department with [provide some specific details about experience and qualifications]

[New Academic's name]'s first day will be [date]. Please make a point of welcoming [him/her] and assisting [name] wherever possible with their transition to our team.

Best regards,

[Onboarding Coordinator]