**SAMPLE EMAIL**

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

[New sessional'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]