

# DRAFT EMAIL TEMPLATE

Dear Staff,

On *(insert date)*, *(insert staff member's name)* will be starting in the position of *(insert position name)*.

*(Insert staff member's name)* will be working *(as a volunteer, part-time, full-time)* on *(insert days staff member will be working)*.

*(Detail any relevant qualifications. Include information on what staff member likes to do in their spare time/any interesting hobbies. Include information on how existing team members can meet/interact with new staff member such as a morning tea).*

Please make *(insert staff member's name)* feel welcome when they come on board with us.

Kind regards,

*(insert name)*

*(insert position title)*