



## New Employee Onboarding

# Announcing a New Employee

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To: OHR

From: Hiring Manager

Subject: Welcome new employee Jane Doe – starting Monday, November 17

Message:

I'm excited to announce that Jane Doe will be joining the LTD team on Monday, November 17. She will be coordinating the Fully Prepared to Manage series of learning opportunities formerly organized by John Smith.

Jane brings 17 years of training and development experience and most recently worked in the private sector designing and delivering leadership programs for non-profit organization board members.

Jane will be located in 5453 at 21 N. Park St. Her contact information is:

[jdoe@wisc.edu](mailto:jdoe@wisc.edu)

265-XXXX

Please make sure to welcome Jane with an email, phone call, or by stopping by to say hello.

{manager signature}