|  |  |
| --- | --- |
|  | **Welcome/Announcing [insert position title]: [insert employee’s name]** |
|  | It is with great pleasure that I introduce the newest member to the FLC family, [insert name], who is joining [insert department} team as: [insert position].  Brief introduction and background. Feel free to add personal background or hobbies.  [Insert name]’s first official day will be… |
| Office location:  Email:  Phone number: |

**Employee Announcement Template**

To replace the photo image (please do not send with the falcon silhouette), just right click on the image > click on “change picture” > and replace it with the actual employee photo. Please crop photos to a square (you can use Paint to do so), so they fit nicely in the template box.

When you are finished, just copy and paste into your email. Adjust the size if needed to avoid large white spaces.