

**{New employee} joined {Company}**

{Briefly introduce the new hire’s role in one or two sentences}.

Cover the 5 W’s in the first paragraph:

* who: the new hire’s name,
* what they will be doing,
* where they’re from,
* when is their first day on the job,
* why they are joining the company.



*Add a photo of the new employee (Source:* [*Unsplash*](https://unsplash.com/photos/I9P9uJ_SFU0)*)*

Give some additional information in the next paragraph:

* What was his/her previous job position?
* How many years of experience does he/she have?
* Who did he/she replace in this position (or is it a newly created function)?
* Are there any certifications, awards, or accomplishments worth mentioning?
* What’s the impact of the role—how will he/she support & further the company’s goals?

{Quote from the new employee or the CEO about the new hire}.

- Person being quoted: name, surname, position

Finish with some extra personal background information:

* What this person specializes in,
* What his/her interests are.

{Boilerplate about the company}.

Contact Information: {Contact person and his/her info}



**Name**

Position at Company

[name@email.com](mailto:event@email.com)   
Social media handles