



# New Hire Press Release Template

Use this press release template each time when you need to write a new employee (or promotion) announcement press release.

**{Headline: this is the subject of your press release}**

{Lead: a full description of the story in brief – make it powerful!}

{**Release date information**: usually “For immediate publication”}

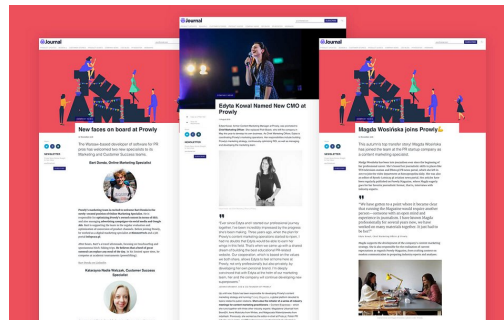
{**City, State**: the location of the business}

{**First paragraph:** develop the details in the body. Here you can find useful tips on how to do it right.

Make sure your new employee (or promotion) announcement press release answers the following questions:

- Who is the new employee (or person being promoted)?
- What will be his/her function in the company?
- What was his/her previous job/position?
- How many years of experience does he/she have?
- Who did she replace in this position (or is it a newly created function)?
- Who will take over the previous responsibilities of the employee that's been promoted?}

{**Photo:** be sure to make it easy to get high res images, add them in attachments}



Add a photo of a new employee - above you can see multiple possibilities delivered by Prowly PR Software

[Download image](#)

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

– {Name, Surname, Position}

{**Subheadline: this line develops the headline further}**

{**Second paragraph:** add some extra personal background information: what this person specializes in, what he/she likes to do every day, what his/her interests are.}

{**Summary paragraph:** a full description of the story in brief}

{Boilerplate about company}

{**Contact information:** the people reading your press release need to know who to contact for more information. Include the following information:}



**Name**

Position  
Company

email@email.com  
Phone

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