**Please join me in welcoming [NEW EMPLOYEE] to [DIVISION].** She is joining our [SECTION] team as a [JOB TITLE] on [DATE]. She will be working on [MAJOR PROJECTS/ DELIVERABLES…]. She worked for [COMPANY AT LOCATION] where she [ACCOMPLISHED….]. She has a degree in [FILL IN] from University of […..] (go [SPORTS TEAM]!) She likes to [SOMETHING PERSONAL]. Be sure to stop by her new desk at [SPACE LOCATION] and say hello.