

**New Management Employee Announcement Policy**

When a new employee joins your team, the following e-mail template is to be sent out to the byPeterandPauls.com group of companies from the associated venue’s GM announcing the new employee’s tenure with us as follows:

Good Day,

On behalf of byPeterandPauls.com I would like to officially welcome \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert employees first and last name) to the company.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert employees first name) has joined us here at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert company name) in our \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert department name) in his/her role as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert employees job title).

Welcome to the team \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert employees first name)!  We wish you all the best and tremendous success.

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*Revised February 19th, 2017 Diane Kolodziej*