

<Email: [RESDLNMCAllCollege@nmhs.org](mailto:RESDLNMCAllCollege@nmhs.org) >

(Greeting…)

Please welcome our newest team member to NMC! \_\_\_\_\_\_\_\_\_ is our new (insert position name). His/her first day at NMC will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and he/she will be located in \_\_\_ Center in Room \_\_\_.

(New hire’s name)’s role will be to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This work will have them collaborating with other areas within NMC including (insert areas that they would be regularly working with). We can’t wait for you to meet him/her.

Here’s a little information to help you know more about \_\_\_ before he/she comes.

(Insert short bio…)

Please take time to stop by and welcome (insert new hire’s name) to NMC!

