

[School Logo]

[School Name]

[School Address]

[City, State, Zip Code]

[Date]

Dear [Staff/Faculty/Team],

Subject: Staff Announcement

We are pleased to announce that [Name] has joined our team as [Position] effective [Start Date]. [Name] brings with them a wealth of experience in [brief description of relevant experience or qualifications].

Please join us in welcoming [Name] to the [School Name] family. We are excited about the expertise they will bring to our school and look forward to their contributions in [specific area or project].

We encourage everyone to take a moment to introduce yourselves and make [Name] feel at home.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]

[Optional: School Website]