



## 新员工入职通告 New Staff Announcement

我很高兴地向大家宣布：

自####年###月###日起，#####先生/女士加入#####（学校全名），担任#####（职务）。他将向#####（汇报对象职务）汇报工作，主要负责#####（主要职责概述）。

I am delighted to announce that Mr./Ms. ##### is joining the school on ###day/###month/###year. Mr./Ms. ##### will be working as ##### (Position) and he/she is going to report to#####(Position). His/her responsibilities will include ##### (Major responsibilities) .

#####先生/女士的工作经验概述以及过往担任的主要职务说明。

Working experience summary and major relevant positions held before.

#####先生/女士的教育背景和专业说明。

Education background and majors' information.

#####先生/女士的个人兴趣或特长介绍。

Personal interest or characteristics introduction.

#####先生/女士的工作联系方式（办公电话/电子邮箱等）。

Work contact information including office phone, email, etc.

让我们欢迎#####先生/女士的加入！刚刚进入校园的他/她，还不太熟悉，请大家给予他/她热情的指引和帮助。我们也衷心期望他/她在#####大家庭里和各位同事齐心协力，为学校的发展做出贡献，并收到个人职业发展的成长！

Let's welcome Mr./Ms. joining. Since he/she is new to the campus and not so familiar with the environment, please give her warm guidance and help. We also sincerely hope that he/she will work with all colleagues in the ##### family to make contributions to the development of the school and receive personal and professional growth!



#####学校/School

###年###月###日/Date