To: department

Dear Colleagues,

It is my pleasure to announce that (NAME) has joined the (program/unit name) as the new (Working Title).

(Name) joins Haas following (indicate relevant previous experience).

(Name) is a graduate of (school name), having earned his/her (degree) in (major).

(Name's) outside interests include (list outside interests here, such as skiing, volunteering, etc.).

Please join me in welcoming (Name) to the Haas community. He/She can be reached at (email)@haas.berkeley.edu and ext, (number).