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).