

**TEMPLATE – Transition from another state agency:**

Team –

I am pleased to announce [employee name] will be transitioning to the OMES IS [name of team] as [a/an] [new title] beginning [date of transition start date]. [Employee First Name] joins us from [former employer name] where [she/he] worked as [former job title].

[Employee Name] brings [total years of experience] years of experience in [list of general job duties]. While at [former employer name], [he/she] was responsible for [list of specific projects or other specific job duties].

Please join us in welcoming [employee name] to our team!

You can reach [him/her] at [email].

Thank you.

[Your Name]

[Your Signature]

*Note: Please make sure your signature is in a format similar to the OMES signature branding suggested by OMES public affairs.*

**TEMPLATE – New Employee:**

Team –

I am happy to announce the OMES IS [team name] team recently welcomed [new employee name] as [a/an] [new employee work title].

[Employee Name] brings [total years of experience] years of experience in [list of general job duties].

[Employee Name] joins us from [former employer name] where [she/he] [developed/worked on] [list of specific projects or other specific job duties].

Please join us in welcoming [employee name] to our team!

You can reach [him/her] at [email].

Thank you.

[Your Name]

[Your Signature]

*Note: Please make sure your signature is in a format similar to the OMES signature branding suggested by OMES public affairs.*

**TEMPLATE – New Position:**

Team –

I am happy to announce the OMES IS [team name] team recently welcomed [employee name] as [a/an] [new employee work title]. [She/He] will be responsible for [brief job duties].

[Employee Name] brings [total years of experience] years of experience in [list of general job duties].

[Employee Name] joins us from [former employer name] where [she/he] [developed/worked on] [list of specific projects or other specific job duties].

Please join us in welcoming [employee name] to our team!

You can reach [him/her] at [email].

Thank you.

[Your Name]

[Your Signature]

*Note: Please make sure your signature is in a format similar to the OMES signature branding suggested by OMES public affairs.*