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**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

**[Company Name]**

**[Date]**

**[Business Name] Hires/Welcomes/Recruits/Appoints [New Hire’s Name] For/As [Job Title/Role]**

{*Sub-header: write one sentence about why this news is important to the company.*}

**[Place, date].** [Business Name], [brief description of business], welcomes [New hire’s name] as the [job title]. [New hire’s name] was the [role at previous company] and brings [number of years] experience to [business name], starting on [first day].

“[Quote from the new hire/hiring manager/CEO/major client],” said [quoted source]. “[Quote continued].”

While at [previous company], [new hire’s name] [list of achievements/awards/etc].

[Business name] began the search for a new [new hire’s role] when [reasons for search (a new department/fill a vacancy/etc)].

“[Quote from the new hire/hiring manager/CEO/major client],” said [quoted source]. “[Quote continued].”

[New hire] received [academic degrees] from [university] in [year]. [Mention any accomplishments, recognition, related background, etc]. He/She is also interested in [try to include hobbies or interests that are related to community interests like sports teams followed, for example.]

[New hire’s name] will be [activities and responsibilities at the company]. [Discuss how this furthers the company’s goals and the impact it will have on customers and the community].

**About [Business Name]**

[Two to three sentences on what the business does. Include significant business partners and mission statement].

**Media Contact:**

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[Job Title]

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