

New hire press release template

Replace everything in [brackets] with your own words, delete every gray line like this one, then search for [to catch leftovers. Page 2 shows this template filled in.

FOR IMMEDIATE RELEASE

[Company] appoints [Full Name] as [Job Title] to [what the hire will drive, in six words or fewer]

[Optional subheadline: the strongest fact about the hire that did not fit the headline, under 20 words]

[CITY IN CAPITALS], [State or Country], [Month] [Day], [Year] -- [First sentence: company announces the person's full name and exact job title, the start date when not immediate, and what they will lead, in about 35 words]

[Career highlights: previous employers and titles in two or three sentences, with education only when it matters for the role]

[What the person will own: the teams, products, or outcomes they are responsible for, in plain words]

"[Welcome and the mandate, in one or two sentences]," said [Full Name], [Title] at [Company].
"[Why I joined, in one or two sentences]," said [New Hire Full Name], [New Hire Job Title] at [Company].

About [Company Name]

[About paragraph: what the company does, for whom, and one or two verifiable scale facts such as customers or measured results, in 60 to 70 words]

Write this once and reuse it word for word under every release.

Media contact

Name: [Full name]

Title: [Job title]

Phone: [Phone number]

Email: [Email address]

Web: [Company website]

Use a number that gets answered outside office hours and a direct email, not info@.

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Reference copy for reading. Fill in the Word version: mediaboo.st/press-release-templates/new-hire

Filled example: New hire

This example is the Autonomize AI release naming Dr. Sandhya Gardner as Chief Medical Officer, issued April 23, 2026; wording tightened to fit the template. [Read the published release.](#)

FOR IMMEDIATE RELEASE

Autonomize AI appoints Dr. Sandhya Gardner as Chief Medical Officer to speed clinical AI adoption

Board-certified physician executive brings 15 years of provider and payer health technology experience to the Austin company

AUSTIN, Texas, April 23, 2026 -- Autonomize AI, a healthcare artificial intelligence company, today announced the appointment of Dr. Sandhya Gardner as Chief Medical Officer, where she will lead clinical strategy, AI validation, and enterprise adoption of its solutions.

Dr. Gardner is a board-certified obstetrician-gynecologist with more than a decade of clinical practice and 15 years in health technology across providers and payers. Most recently General Manager and CMO of Healthedge's Clinical SaaS division, she led Wellframe as CMO until its 2021 acquisition, and holds an M.D. from Brown University.

Her mandate centers on reducing the administrative work clinicians face daily and bridging clinical and technology teams, so AI implementations reflect the real workflows of healthcare professionals.

"Her leadership will shape how our solutions are designed, validated, and experienced by the people who matter most: the clinicians using them and the patients depending on them," said Ganesh Padmanabhan, CEO at Autonomize AI. "I'm excited to join Autonomize AI at such a pivotal moment for the healthcare industry. AI has the potential to fundamentally transform the way care is delivered, but only if it's built with clinical integrity and implemented in a way that actually works for care teams," said Dr. Sandhya Gardner, Chief Medical Officer at Autonomize AI.

Autonomize AI pairs specialized AI agents with human expertise to streamline healthcare's most complex workflows, including utilization management, claims, pharmacy, and appeals. Its Autonomize Intelligence Platform is built around a context graph of more than 10 million clinical, regulatory, and coverage concepts. The company operates across three of the five largest U.S. health enterprises and reports up to 55% faster clinical reviews.

Media contact

Name: Waters Agency

Title: Public relations agency for Autonomize AI

Web: watersagency.com

The published release routes inquiries through the agency's website; name one person with a direct email and phone instead.

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Extras for new hire releases

Top mistakes that get releases ignored

- Writing the bio as a resume instead of two or three career highlights.
- Skipping the headshot, which stalls coverage until someone chases the photo.
- Publishing a quote that says honored and thrilled and nothing else.
- Announcing before the person has told their old employer.

Headline formulas by seniority

C-suite: [Company] appoints [Name] as [Title] to [mandate]

VP or director: [Company] names [Name] [Title] as it [growth proof]

Board: [Name], [credential], joins [Company] board of directors

Promotion: [Company] promotes [Name] to [Title] after [achievement]

The bigger the title, the more the headline should say what the hire will do, not just who they are.

Two conventions worth knowing

Holding the story for a specific date? Replace FOR IMMEDIATE RELEASE with EMBARGOED UNTIL [date, time, timezone].

The three hash marks tell journalists the release has ended. UK and EU outlets write ENDS instead; both work.

Ready to send it? MediaBoost shows you the exact outlets before you pay and publishes within 48 hours: mediaboost.press