P R E S S R E L E A S E FOR IMMEDIATE RELEASE

Contact: <contact's name> <date>
<contact's phone number>
<contact's fax number, optional>

<your company> Hires <employee's last name> as <Job Title>

<city, state>-<date>-<your company> hired <employee's full name> as <job title>. lt;employee's last name> will <job function, reason for hiring>.

<employee's last name> brings with him/her <list experience, credentials, former big-name employers, special awards, etc.>

<your company> specializes in <your main type of service> for <your clientele>. <other company info, optional>. For more information, contact <contact's name> at <contact's phone number>.