

Onboarding Announcement

Dear Team,

We are excited to announce the onboarding of our new team member, **[New Employee's Name]**, who will be joining us as a **[Job Title]** starting on **[Start Date]**.

Join us in welcoming **[New Employee's Name]** to the team! We look forward to their contributions and positive impact on our projects.

Please make sure to introduce yourself and help them feel at home.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]