

Dear [Colleague's Name],

Welcome to the team! I just wanted to take a moment to express how excited I am to have you on board. Starting a new job can be both exhilarating and overwhelming, but I want you to know that you are not alone.

Remember, everyone here was once new, and we all faced challenges along the way. Don't hesitate to reach out for help or ask questions. Your contributions and unique perspectives are invaluable to our team, and we are here to support you as you settle in.

I have no doubt that you will achieve great things, and I look forward to collaborating with you. Keep believing in yourself, and remember that every small step is part of a bigger journey.

Best wishes,

[Your Name]

[Your Job Title]

[Your Contact Information]