

Staff Onboarding Announcement

Dear Team,

We are excited to announce the onboarding of our new team member!

Name: John Doe

Position: Marketing Coordinator

Start Date: November 1, 2023

John will be joining us to help enhance our marketing efforts and bring fresh ideas to our projects. Please join us in welcoming him to the team!

We will be holding an orientation session on his first day, where everyone will have the opportunity to introduce themselves and get to know him better.

Thank you for your support in making John feel welcome!

Best regards,

The HR Team