

Welcome to the Team!

Dear [New Employee's Name],

We are excited to have you join our team! As part of the onboarding process, I would like to share my personal contact information with you for any questions or support you may need.

Contact Information

- **Name:** [Your Name]
- **Position:** [Your Position]
- **Email:** [Your Email Address]
- **Phone:** [Your Phone Number]

Feel free to reach out anytime. Looking forward to working together!

Best Regards,

[Your Name]

[Your Position]