Welcome to the Team!

Dear Team,

I am excited to introduce our new team member, **[New Member's Name]**, who will be joining us as a **[New Member's Position]**. **[He/She/They]** brings a wealth of experience in **[Relevant Experience or Skills]** and will be an invaluable addition to our team.

[New Member's Name] will be working closely with us on **[Projects/Responsibilities]** and is looking forward to getting to know everyone better during our upcoming virtual meetings.

Please join me in welcoming **[New Member's Name]** to the team! Feel free to reach out and introduce yourself or ask any questions during our next call.

Looking forward to a successful collaboration!

Best regards,

[Your Name]
[Your Position]
[Your Email]
[Your Phone Number]