

# Project Team Onboarding Announcement

Dear Team,

We are excited to announce the onboarding of new members to our project team! Please join us in welcoming:

- **John Doe** - Project Manager
- **Jane Smith** - Software Engineer
- **Emily Johnson** - UX Designer

The onboarding session will take place on **March 15, 2023**, at **10:00 AM** in the **Main Conference Room**.

Please make sure to attend and help us make our new team members feel welcomed and integrated into our project.

Thank you!

Best regards,  
[Your Name]  
[Your Position]