

New Staff Announcement

Dear Team,

We are excited to announce that [Employee Name] has joined our team as [Job Title] effective [Start Date]. [Employee Name] comes to us with [brief background about the employee].

In their role, [he/she/they] will be responsible for [brief overview of responsibilities]. Please join us in welcoming [Employee Name] to our team!

Best regards,

[Your Name]

[Your Job Title]

[Your Company]