

# Team Briefing About New Addition

Date: [Insert Date]

Dear Team,

I am excited to announce that we have a new addition to our team. Please join me in welcoming **[New Team Member's Name]**, who will be joining us as a **[Position]**.

**[New Team Member's Name]** brings with them a wealth of experience in **[Relevant Experience/Skills]** and will be a valuable asset to our ongoing projects and initiatives.

To help everyone get acquainted, we will be hosting a brief welcome meeting on **[Date and Time]**. This will be a great opportunity to learn more about **[New Team Member's Name]** and how they will contribute to our team's goals.

Please feel free to reach out to **[New Team Member's Name]** at **[Email Address]** or **[Phone Number]**.

Thank you for your attention, and let's give **[New Team Member's Name]** a warm welcome!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]