

# New Team Hire Notification

Dear Team,

We are excited to announce that we have a new addition to our team! Please join us in welcoming **[New Employee's Name]**, who will be joining us as **[Job Title]** starting on **[Start Date]**.

**[New Employee's Name]** comes to us with [brief background about the new hire, e.g., experience, education, skills]. We are confident that their skills and expertise will be a great asset to our team.

Please make sure to introduce yourself and help **[New Employee's Name]** feel at home in our workplace.

Thank you for your continued support.

Best regards,

**[Your Name]**  
[Your Job Title]  
[Your Company]