

Team Update: New Teammate Joining Us

Dear Team,

We are excited to announce that we have a new teammate joining our department. Please join us in welcoming **[New Teammate's Name]** to our team!

[New Teammate's Name] will be starting on **[Start Date]** and will be taking on the role of **[Job Title]**. With their skills and experience in **[Brief Background/Experience]**, we are confident that they will be a valuable addition to our team.

We encourage everyone to introduce themselves and make **[New Teammate's Name]** feel at home. Let's all work together to ensure a smooth onboarding process!

If you have any questions or would like to know more about **[New Teammate's Name]**, feel free to reach out.

Best Regards,
[Your Name]
[Your Job Title]