

# Welcome Our New Team Member!

Dear Team,

We are excited to announce that **[New Member's Name]** has joined our team as **[Job Title]**. **[He/She/They]** started on **[Start Date]** and will be working with us in **[Department/Project]**.

**[New Member's Name]** comes to us with **[brief background or experience, e.g., "over 5 years of experience in project management"]**. We believe that **[his/her/their]** innovative approach and skills will be a valuable addition to our team.

Please join us for a welcoming meeting on **[Date and Time]** in **[Location/Link to Virtual Meeting]**. This will be a great opportunity for everyone to get to know **[New Member's Name]** better.

Thank you!

Best Regards,

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