

## **Subject: Welcome Our New Team Member!**

Dear Team,

I am excited to introduce you to our newest team member, **[New Team Member's Name]**, who will be joining us as a **[Job Title]** starting on **[Start Date]**.

to our team. We will have a welcome meeting on **[Date and Time]** to give everyone a chance to introduce themselves.

Looking forward to achieving great things together!

Best,

**[Your Name]**

**[Your Job Title]**

**[Your Contact Information]**