

Welcome to the Team, [New Hire's Name]!

Dear Team,

We are excited to announce that [New Hire's Name] has joined our team as a [Job Title] starting on [Start Date]. [He/She/They] will be working alongside us in [Department/Team].

[New Hire's Name] brings [brief background or experience related to the job] and we are looking forward to [his/her/their] contributions to our projects.

Please join me in welcoming [New Hire's Name] to the team! Feel free to reach out to [him/her/them] at [Email Address] or [Phone Number]. We encourage everyone to introduce themselves and help [him/her/them] feel at home.

We will be hosting a welcome meeting on [Date & Time] in [Location/Platform] to give everyone a chance to meet [New Hire's Name] and learn more about [his/her/their] role.

Best regards,

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