

Welcome to the Team!

Dear Team,

We are excited to introduce our new colleague, **[New Colleague's Name]**, who will be joining us as a **[Job Title]**. **[He/She/They]** will start on **[Start Date]** and will be working closely with **[Team/Department Name]**.

[New Colleague's Name] comes to us with a wealth of experience in **[Brief Background/Experience]**. We are confident that **[he/she/they]** will be a valuable addition to our team.

Please join me in welcoming **[New Colleague's Name]** to our team! Feel free to reach out and introduce yourself, and let's make sure **[he/she/they]** feels at home.

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