

Welcome to the Media Division!

Dear [New Team Member's Name],

We are thrilled to welcome you to our Media Division team! Your skills and experiences will be a great addition to our group, and we can't wait to see the impact you will make.

As you settle into your new role, please feel free to reach out to your colleagues for assistance or to get to know them better. We encourage collaboration and are here to support you in every step of your journey.

We've scheduled a welcome lunch on [Date] at [Time] in [Location]. It will be a great opportunity for you to meet everyone and learn more about our projects.

Once again, welcome aboard! We're excited to have you with us.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]