

# Team Introduction

Dear Team,

I am excited to introduce our new team member, **John Doe**, who will be joining us as a **Project Manager** starting **October 23, 2023**.

John comes to us with over 5 years of experience in project management and has worked with various organizations to successfully deliver projects on time and within budget. He has a strong background in agile methodologies and team leadership.

In his spare time, John enjoys hiking and playing the guitar. I encourage you all to reach out to him and welcome him to the team.

Best regards,

**Your Name**

**Your Position**