

Welcome to the Team!

Dear [New Employee's Name],

We are excited to welcome you to the [Team/Department Name] at [Company Name]! As you begin your journey with us, we want to introduce you to the team you'll be working with.

Meet Your Team

- [Team Member Name 1] - [Job Title/Role], [Short Description about them]
- [Team Member Name 2] - [Job Title/Role], [Short Description about them]
- [Team Member Name 3] - [Job Title/Role], [Short Description about them]

Your primary point of contact will be [Supervisor/Manager's Name], who will guide you through the onboarding process and assist you with any questions you may have.

Next Steps

We will have a team meeting on [Date/Time] where you will have the chance to meet everyone and learn more about our projects. Please feel free to reach out to any team member if you have questions before then.

We are thrilled to have you on board and can't wait to achieve great things together!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]