

# Introducing Our New Colleague

Dear Team,

We are excited to announce that **[New Colleague's Name]** has joined us as **[Job Title]** in the **[Department]**.

**[New Colleague's Name]** comes to us with [brief background or experience] and will be a valuable addition to our team.

Feel free to reach out and introduce yourself to **[New Colleague's Name]**. We look forward to working together!

Best regards,

**[Your Name]**  
[Your Position]