

Welcome to the Team!

Dear [New Teammate's Name],

On behalf of the entire team, I would like to extend a warm welcome to you! We are excited to have you join us and look forward to working together.

Your skills and experience will be a valuable addition to our team, and I am confident that you will fit right in. Please feel free to reach out to any of us if you have questions or need assistance as you get settled in.

We'd love to get to know you better, so we will be setting up a team lunch next week. More details to follow!

Once again, welcome aboard! We are thrilled to have you with us.

Best Regards,

[Your Name]

[Your Position]

[Your Company]