

Welcome Announcement

Dear [Team/Staff/Department],

We are excited to announce that [New Leader's Name] has joined our team as [Position] starting [Start Date]. [He/She/They] brings [mention relevant experience or qualifications] and is looking forward to contributing to our [goals/mission].

Please join us in welcoming [New Leader's Name] to the team. [He/She/They] will be [mention any onboarding activities or meetings]. We encourage everyone to take the time to introduce yourselves and make [him/her/them] feel at home.

Thank you for your support!

Best regards,
[Your Name]
[Your Position]