

Subject: Introducing Your New Team Leader

Dear Team,

I am pleased to announce that [New Team Leader's Name] has joined our team as the new [Position Title] effective [Start Date]. [He/She/They] brings a wealth of experience in [briefly state relevant experience or accomplishments] and is excited to contribute to our ongoing projects.

Please join me in welcoming [New Team Leader's Name] to the team. [He/She/They] will be reaching out to each of you to introduce [himself/herself/themselves] and learn more about your roles. I encourage you to share your insights and ideas as we move forward together.

If you have any questions or need assistance during this transition, feel free to reach out to me directly.

Best regards,

[Your Name]
[Your Position]
[Your Company]