

Welcome to the Transport Department

Dear Team,

We are excited to announce that we have a new addition to our Transport Department. Please join us in welcoming **[New Hire's Name]**, who will be taking on the role of **[Job Title]** starting from **[Start Date]**.

[New Hire's Name] comes to us with a background in **[Brief Background/Experience]** and has a passion for **[Relevant Skills/Interests]**. We believe that their skills and experience will be a valuable asset to our team.

Please take a moment to introduce yourself to **[New Hire's Name]** and make them feel at home in our department.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]