

New Hire Introduction Letter

Date: [Insert Date]

Dear Team,

We are excited to announce that [Employee Name] has joined [Company Name] as a [Job Title] in the [Department Name] department. They will be starting on [Start Date].

[Employee Name] comes to us with [brief description of experience, skills, or previous jobs]. They are passionate about [relevant interests or specialties] and will be a great addition to our team.

Please join us in welcoming [Employee Name] to the team. We encourage you to introduce yourself and help them feel at home.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]