

# New Hire Onboarding Announcement

Dear [Client's Name],

We are excited to announce the onboarding of our new team member, [New Hire's Name], who will be joining us as a [Job Title] on [Start Date]. [He/She/They] will be responsible for [brief description of job responsibilities].

We believe that [New Hire's Name]'s skills and experience will greatly benefit our collaboration and enhance our service to you. Please join us in welcoming [him/her/them] to the team!

If you have any questions or would like to reach out to [New Hire's Name] directly, please feel free to contact [him/her/them] at [New Hire's Email].

Thank you for your continued partnership.

Best regards,  
[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Contact Information]