

# Departmental Briefing: New Hire Onboarding

Dear Team,

We are excited to announce the onboarding of our new team member, **[New Hire's Name]**, who will join us as **[Job Title]** on **[Start Date]**.

**[New Hire's Name]** brings valuable experience in **[Brief Overview of Relevant Experience or Skills]** and will be a great addition to our **[Department Name]** team.

Please join us for a departmental briefing on **[Date and Time]** in **[Location or Virtual Platform]**, where we will formally welcome **[New Hire's Name]** and discuss their role and contributions.

Thank you for making **[New Hire's Name]** feel welcome as they transition into our team.

Best regards,

**[Your Name]**  
**[Your Job Title]**  
**[Department Name]**