

New Hire Onboarding Announcement

Date: [Insert Date]

Dear Team,

We are excited to announce that [New Hire's Name] has joined our team as [Job Title] starting from [Start Date]. [He/She/They] will be working in [Department/Team Name] and will be reporting to [Supervisor's Name].

[New Hire's Name] brings with [him/her/them] [brief description of experience, skills, or background]. We believe [he/she/they] will make a valuable addition to our team.

Please join us in welcoming [New Hire's Name] to our company. We encourage everyone to introduce yourselves and help [him/her/them] feel at home.

Thank you!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]