

Welcome to the Team!

Dear Team,

We are excited to announce the onboarding of our new hire, **[New Hire's Name]**, who will be joining us as a **[Job Title]** starting on **[Start Date]**.

To help **[New Hire's Name]** acclimate to our company culture and processes, we have paired them with a mentor, **[Mentor's Name]**, who will provide guidance and support during the first few months.

We encourage everyone to extend a warm welcome to **[New Hire's Name]** and assist them as they transition into their new role. Additionally, please feel free to reach out to **[Mentor's Name]** if you have any questions or need further information regarding this pairing.

Let's make **[New Hire's Name]** feel at home!

Best,

[Your Name]

[Your Job Title]

[Company Name]