

Team Announcement: New Hire Introduction

Dear Team,

We are excited to announce that **[New Hire's Name]** has joined our team as **[Job Title]** effective **[Start Date]**.

[New Hire's Name] comes to us with [brief background or experience]. We believe that [he/she/they] will be a valuable addition to our team.

Please join us for a welcome meeting on **[Date]** at **[Time]** in **[Location/Platform]** where you can meet **[New Hire's Name]** and learn more about [his/her/their] role.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]