

Subject: Introduction of Our New Team Leader

Dear Team,

I hope this message finds you well. I am pleased to announce that [New Team Leader's Name] has joined our department as the new Team Leader, effective [Start Date]. [He/She/They] brings with [him/her/them] a wealth of experience in [briefly mention relevant experience or skills].

[New Team Leader's Name] is excited to meet everyone and work together to achieve our goals. Please join me in welcoming [him/her/them] to our team.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]