

Welcome to the Team!

Dear [New Team Leader's Name],

We are excited to welcome you as our new team leader! As you step into this role, we want to ensure you feel supported and informed as you start this journey with us.

Please find below some essential details to assist you during your onboarding:

- **Your Start Date:** [Start Date]
- **Orientation Schedule:** [Date & Time]
- **Key Contacts:** [Names and Contact Information]
- **Resources:** [Links to Documents, Tools, etc.]

We encourage open communication, so please feel free to reach out if you have any questions or need assistance.

Looking forward to working together and achieving great things!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]