

Introducing Our New Administrative Staff

Dear Team,

We are excited to announce that we have a new addition to our administrative team!

Name: Jane Doe

Position: Administrative Assistant

Start Date: November 1, 2023

Email: jane.doe@example.com

Jane comes to us with several years of experience in office management and support. She is enthusiastic about her role and eager to contribute to our team.

Please join us in welcoming Jane to our organization. We encourage everyone to introduce themselves and help Jane feel at home.

Best Regards,

[Your Name]

[Your Position]