

Team Announcement

Dear Team,

I am pleased to introduce a new member to our project team, **John Doe**, who will be joining us as a **Project Coordinator**. John brings over five years of experience in project management and has a proven track record of delivering successful results.

John will be starting on **October 15, 2023**, and will be working closely with each of you to ensure our project's success. Please take a moment to welcome him and feel free to reach out to him with any questions or to introduce yourself.

We are excited to have him on board and look forward to achieving great results together!

Best regards,

[Your Name]
[Your Job Title]
[Your Company]