

Team Meeting Agenda

Dear Team,

I hope this message finds you well. I am excited to introduce our new team member, **[New Member's Name]**, who will be joining us as a **[Job Title]**.

[New Member's Name] comes to us with a wealth of experience in **[relevant experience or skills]** and is enthusiastic about contributing to our team's success.

We will have a brief introduction during our upcoming meeting on **[Meeting Date]** at **[Meeting Time]**. Please extend a warm welcome to **[New Member's Name]** and feel free to reach out to them with any questions or support.

Thank you, and I look forward to seeing you all at the meeting.

Best regards,
[Your Name]
[Your Job Title]