

# Welcome to the Team!

Dear Team,

We are excited to announce that we have a new member joining our team!

Name: **John Doe**

Position: **Marketing Coordinator**

Start Date: **November 1, 2023**

Please join us in welcoming John to our team. We encourage everyone to introduce themselves and make him feel at home. John will be working closely with the marketing team and will be instrumental in our upcoming projects.

We will have a small welcome gathering on **November 3, 2023, at 3 PM** in the conference room. Light refreshments will be served.

Thank you for making John feel welcome!

Best,

[Your Name]

[Your Position]