

# Welcome to the Team!

Dear Team,

I am pleased to introduce our newest colleague, **[New Colleague's Name]**, who joined us on **[Start Date]**. **[He/She/They]** will be working as a **[Job Title]** in the **[Department]**.

**[New Colleague's Name]** comes to us with a wealth of experience in **[Briefly mention relevant experience or skills]**. We are excited to have **[him/her/them]** aboard and look forward to the contributions **[he/she/they]** will make to our team.

Please join me in welcoming **[New Colleague's Name]** to our team. Don't hesitate to introduce yourselves and make **[him/her/them]** feel at home!

Best Regards,  
**[Your Name]**  
**[Your Job Title]**