

[Company Letterhead]

Date: [Insert Date]

Dear Team,

I am pleased to formally introduce **[New Employee Name]**, who has joined us as **[Position Title]** in the **[Department Name]** effective **[Start Date]**. **[New Employee Name]** brings with them a wealth of experience and we are delighted to welcome them to our organization.

At **[Company Name]**, our mission is to *[company mission statement]*, and we are guided by our core values of *[list core values, e.g., integrity, collaboration, innovation]*. We pride ourselves on fostering a supportive and inclusive culture where every team member can thrive and contribute to our collective success.

In their role as **[Position Title]**, **[New Employee Name]** will be responsible for *[briefly describe key duties or responsibilities]*. They will be working closely with the **[Department Name]** team and collaborating with colleagues across the organization.

To support **[New Employee Name]**'s integration, please join me in extending a warm welcome and offering any assistance they may need. We encourage you to introduce yourself and share any helpful insights about your work or the department.

For any immediate questions or onboarding needs, **[New Employee Name]** can reach out to our HR Department at [\[HR Email\]](#) or call [\[HR Phone Number\]](#). Helpful resources and further information about our policies, benefits, and workplace tools are available on our company intranet at [\[Intranet Link\]](#).

Once again, we are excited to have **[New Employee Name]** onboard. We look forward to their contributions and to achieving great things together.

Sincerely,

[HR Manager Name]

HR Manager

[Company Name]