

Date: [Insert Date]

To: All Employees

Subject: Introduction of Our New Team Member – [New Employee's Name]

Dear Team,

We are pleased to announce that [New Employee's Name] has joined our [Department Name] as [Job Title], effective [Start Date].

[New Employee's Name] will be responsible for **[Briefly outline key responsibilities, e.g., managing project timelines, coordinating with regional teams, supporting client communications]**. With a background in **[briefly mention background/experience or previous relevant roles]**, we are confident that [he/she/they] will be a valuable addition to our team.

As a multinational company, we pride ourselves on fostering an inclusive and collaborative work environment across all our global offices. Please join us in welcoming [New Employee's Name] and offer your full support as [he/she/they] settle(s) in.

Should you have any questions or would like to schedule an introduction meeting, please feel free to reach out to [New Employee's Name] at **[email address]** or contact their manager, **[Manager's Name]**, at **[manager's email address]**.

Together, let us extend a warm welcome and ensure [New Employee's Name] enjoys a smooth and successful onboarding experience.

Best regards,

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