

Date: [Insert Date]

To: All Employees

Subject: Introduction of Our New Team Member â€“ [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]