

Date: [Insert Date]

To:
All Staff / [Department Name]

Subject: Introduction of [New Employee's Full Name], [Job Title]

Dear Team,

We are pleased to announce that **[New Employee's Full Name]** has joined [Company/Organization Name] as a **[Job Title]** in the [Department Name], effective [Start Date].

[New Employee's First Name] brings with [him/her/them] a wealth of experience in [relevant industry or field], having previously worked at [Previous Company/Relevant Experience]. We are confident that [his/her/their] skills, knowledge, and enthusiasm will be a valuable addition to our team and will contribute significantly to our continued success.

In this role, [New Employee's First Name] will be responsible for [briefly outline main responsibilities or projects involved], and will be reporting to [Supervisor/Manager's Name, Job Title].

We encourage you to welcome [New Employee's First Name] and offer your support as [he/she/they] transition into [his/her/their] new role. We believe that fostering a supportive and collaborative work environment is essential, and we look forward to accomplishing great things together.

If you have any questions or would like to connect with [New Employee's First Name], please feel free to reach out at [Email Address/Contact Info].

Please join us in extending a warm welcome to [New Employee's First Name]!

Sincerely,
[Your Name]
[Your Job Title]
[Company/Organization Name]