

## Formal Introduction Letter Sample for New Employee by Supervisor

Date: [Insert Date]

To: All Staff

From: [Supervisor's Name], [Supervisor's Position]

Subject: Introduction of New Team Member â€“ [New Employee's Name]

Dear Team,

I am pleased to announce that [New Employee's Name] has joined our organization as [Job Title] in the [Department Name] effective [Start Date].

[New Employee's Name] brings valuable skills and experience in [briefly mention relevant background or expertise]. In this role, [he/she/they] will be responsible for [brief overview of main responsibilities]. We are confident that [New Employee's Name]'s contribution will be a great asset to our team and support our ongoing projects and organizational goals.

Please join me in welcoming [New Employee's Name] to our department. I encourage each of you to introduce yourselves, offer guidance, and extend your support as [he/she/they] settle(s) into this new role. Together, I am sure we will create a positive and collaborative work environment.

If you have any questions or would like more information regarding [New Employee's Name]'s role, please feel free to contact me directly.

Thank you for your cooperation.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Department]