

# New Employee Introduction Letter

Date: [Insert Date]

To: All Employees

From: [Your Name], [Your Position]

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

Dear Team,

I am pleased to announce that [New Employee's Full Name] has joined [Company/Department Name] as our new [Job Title], effective [Start Date]. [He/She/They] brings with [him/her/them] a wealth of experience in [briefly mention relevant background or industry], and we are excited to welcome [him/her/them] to our team.

In [his/her/their] new role, [New Employee's First Name] will be responsible for [list key responsibilities or projects]. [He/She/They] will be reporting to [Supervisor/Manager's Name], and working closely with [mention any relevant teams or departments].

[New Employee's First Name] holds a [mention degree or qualification] from [Institution], and has previously worked at [mention previous company or notable experience]. We are confident that [his/her/their] skills and positive attitude will help drive the ongoing success of our organization.

Please join me in welcoming [New Employee's First Name] to [Company Name]. We encourage you to introduce yourselves and offer your support as [he/she/they] settles into the new role.

Wishing [New Employee's First Name] all the best for a successful journey with us!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]