

Date: [Insert Date]

To: All Team Members

From [Your Name], [Your Position]

Subject: Welcoming [New Employee's Name] to Our Team

Dear Team,

I am pleased to announce that **[New Employee's Name]** has joined our team as **[New Employee's Position]** effective **[Start Date]**. [He/She/They] brings a wealth of experience in **[Briefly mention relevant background, skills, or previous experience]** and will be a valuable addition to our group.

In [his/her/their] new role, [New Employee's Name] will be responsible for **[briefly outline job responsibilities]**. I am confident that [his/her/their] expertise and enthusiasm will contribute greatly to our ongoing projects and overall success.

Please join me in extending a warm welcome to [New Employee's Name]. As always, our team thrives on collaboration and support. I encourage each of you to introduce yourselves and offer any assistance [he/she/they] may need as [he/she/they] settles in. Let us continue to foster our open and positive working environment as we integrate our new member.

Should you have any questions or wish to reach out directly, [New Employee's Name] can be contacted at [New Employee's Email Address].

Thank you for your support in making [New Employee's Name] feel at home in our team.

Best regards,

[Your Name]

[Your Position]