

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]