

[Company Letterhead]

[Date]

[Employee's Name]

[Employee's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Team,

We are excited to announce that [New Employee's Name] has joined our team as [Job Title] effective [Start Date]. [New Employee's Name] comes to us with [brief background information, such as previous experience, education, and skills].

Please join us in welcoming [him/her/them] to our office. We encourage everyone to take a moment to introduce yourself and help make [his/her/their] transition a smooth one.

Additionally, we would like to remind everyone of the upcoming team meeting on [Date] at [Time] where we will have a chance to formally welcome [New Employee's Name] and discuss current projects.

If you have any questions, feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]