

Casual Introduce Yourself Email to Colleagues

Subject: Hello from [Your Name]

Hi Team,

I just wanted to send a quick note to introduce myself. I'm [Your Name], the new [Job Title], and

I joined [Company Name] this week. I'm excited to get started and work with all of you.

When I'm not working, I enjoy [hobby/personal detail]. Feel free to drop by my desk or message me—I'd love to get to know everyone better.

Looking forward to meeting you all soon!

Cheers,

[Your Name]

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