## **Quick Joining Message**

Subject: Welcome [Employee Name]!
Team,
Please welcome [Employee Name] who joins [Department/Team] as [Job Title] on [Start Date].
[He/She/They] will be working closely with us on [project/tasks].

Thanks,

[Manager/HR Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/joining-or-leaving-employee-announcement