## **Joining Employee Announcement**

Please help me welcome [Mr. / Mrs.] [employee name], our new [job title].

[Employee new name] has worked for more than [10] years as a [job title] and is definitely a valuable addition to our team.

[Optional: list few past major achievements.]

We are required to do our best to help [him/her] adapt and get into production mode as soon as possible.

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