Formal Joining Announcement

Subject: Welcome [Employee Name] to [Company Name]

Dear Team,

We are pleased to announce that [Employee Name] will be joining [Department/Team] as [Job Title] effective [Start Date]. [He/She/They] brings with [him/her/them] extensive experience in [brief description of skills or background].

Please join us in welcoming [Employee Name] and provide your support as [he/she/they] transitions into this new role.

Sincerely,

[Manager/HR Name]

[Title]

[Company Name]

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