

Casual Joining Email

Subject: Excited to Welcome [Employee Name]!

Hi Team,

Weâ€™re excited to have [Employee Name] joining our team as [Job Title] starting [Start Date].

[He/She/They] comes with great experience in [area/skill].

Letâ€™s all make [Employee Name] feel welcome and help [him/her/them] get settled in.

Cheers,

[HR/Manager Name]

Get more templates here:

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