

Official Internal Staff Announcement

Subject: Dr. [Doctor Name] Joins Our Medical Team

Dear Team,

Please join me in welcoming Dr. [Doctor Name], who has joined [Hospital/Clinic Name] as a [Specialty] physician. Dr. [Doctor Name] brings [years of experience] in [field] and will collaborate with us to enhance patient care and clinical outcomes.

We are thrilled to have Dr. [Doctor Name] on board and encourage you to introduce yourself and extend a warm welcome.

Best regards,

[Sender Name]

[Title/Position]

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