

Professional, Formal Letter

Subject: Introduction of New Team Member “ [Employee Name]

Dear Team,

We are pleased to announce that [Employee Name] has joined [Department] as [Designation] effective [Start Date]. [He/She/They] bring[s] [brief description of experience, skills, or background]. Please join us in welcoming [Employee Name] and assist in providing any support needed during the onboarding process. We look forward to [his/her/their] contributions and a successful collaboration.

Sincerely,

[Manager Name]

[Designation]

[Company Name]

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