

Casual, Email

Subject: Welcome Aboard, [Employee Name]!

Hi Team,

Excited to share that [Employee Name] is joining us as [Designation] in [Department]. [He/She/They] will start on [Start Date] and brings a wealth of experience in [specific skills or industry].

Let's give [Employee Name] a warm welcome and help [him/her/them] settle in. Looking forward to great teamwork ahead!

Cheers,

[Manager Name]

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