Informal, Quick Email

Subject: Meet Our New Team Member â€" [Employee Name]

Hey Team,

Join me in welcoming [Employee Name], our new [Designation] in [Department]! [He/She/They] start[s] on [Start Date] and will help with [key responsibilities].

Excited to work togetherâ€"let's make [Employee Name] feel at home!

Thanks,

[Manager Name]

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