

Formal New Hire Announcement Letter

Subject: Welcome Our New Team Member – [Employee Name]

Dear Team,

We are delighted to announce that [Employee Name] has joined [Department/Team] as [Position] effective [Start Date]. [He/She/They] brings extensive experience in [brief background or expertise] and will play a key role in [project/responsibility].

Please join us in welcoming [Employee Name] to our team and offer your support as [he/she/they] transitions into this new role.

Best regards,

[Sender Name]

[Title/Position]

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