

Casual New Hire Announcement Email

Subject: Meet Our New Team Member – [Employee Name]!

Hi Everyone,

We’re excited to introduce [Employee Name], who joined our [Department/Team] as [Position] on [Start Date]. [He/She/They] has experience in [brief experience] and is eager to contribute to [specific area/project].

Be sure to give [Employee Name] a warm welcome!

Cheers,

[Sender Name]

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