

Heartfelt New Hire Introduction Message

Subject: Welcoming [Employee Name] to the Team

Dear Colleagues,

We are thrilled to have [Employee Name] join us as [Position] in the [Department] starting [Start Date]. [He/She/They] brings valuable skills in [field/expertise] and a passion for [specific contribution].

Let's make [Employee Name] feel welcome and supported as [he/she/they] begins this exciting journey with us.

Warm regards,

[Sender Name]

[Title]

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