

Provisional New Hire Announcement Email

Subject: Welcome Our New Team Member (Pending Formalities) – [Employee Name]

Dear Team,

We are excited to introduce [Employee Name] as our new [Position] in [Department], effective [Start Date]. Please note that [he/she/they] will complete onboarding and formalities during the first week.

Your support and cooperation will help [Employee Name] settle in quickly.

Regards,

[Sender Name]

[Title]

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