## **Short and simple digital announcement**

Dear All,  [New Employee Name] is joining us as [Job Title] starting [Start Date]. Welcome [him/her/them] to the team!  Thanks,  [HR/Manager Name]	Subject: New Team Member
the team! Thanks,	Dear All,
Thanks,	[New Employee Name] is joining us as [Job Title] starting [Start Date]. Welcome [him/her/them] to
	the team!
[HR/Manager Name]	Thanks,
	[HR/Manager Name]

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