

Team Introduction Welcome Message

Subject: Meet Your New Team!

Hello [Employee Name],

Welcome to [Company Name]! We're thrilled that you'll be joining us in the [Job Title] role. Our team is excited to work with you, and we've already planned some fun introductions so you can get to know everyone.

On your first day, we'll have a quick meet-and-greet followed by a team lunch. You'll also be paired with a "buddy" who will help you navigate your first few weeks and answer any questions you may have.

We can't wait to get to know you better and start working together.

Best,

[Team Manager]

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