

Informal speech to make a new employee feel comfortable

Hi [Employee Name],

Welcome aboard! We're excited to have you on our team at [Company Name]. Everyone here is eager to meet you and get to know you better.

Feel free to ask questions and share your ideas—your input is highly valued. We hope your time here will be enjoyable and rewarding.

Glad to have you with us!

Cheers,

[Your Name]

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