

Formal speech delivered to the whole company

Ladies and Gentlemen,

Today we are pleased to welcome [Employee Name] to [Company Name]. [He/She/They] joins us as [Position], bringing valuable experience and insights.

Let us all extend a warm welcome and support [Employee Name] as [he/she/they] integrates into our team. Together, we will continue to achieve excellence.

Thank you,

[CEO/Manager Name]

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