

Friendly, informal welcome message

Subject: Excited to Have You on the Team!

Hi [Employee Name],

Welcome to [Company Name]! We are thrilled to have you join us as our new [Job Title]. Everyone here is looking forward to getting to know you and collaborating on exciting projects.

Your first day will include a quick tour, team introductions, and setting up your workstation. Don't hesitate to ask any questions—you'll find we're a friendly bunch!

Cheers,

[Your Name]

[Team/Department]

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