

Introducing new employee to team members

Subject: Meet Our New Team Member!

Hi Team,

Please join me in welcoming [Employee Name] to our [Department Name] team as a [Job Title].

[Employee Name] brings valuable skills and experience that will strengthen our team and help us achieve our goals.

Feel free to reach out and say hello or schedule a coffee chat to get to know [Employee Name] better. Let's make them feel at home!

Best,

[Manager Name]

[Department]

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