

Formal New Employee Announcement Email

Subject: Welcoming Our New Team Member

Dear Team,

I am pleased to announce that [New Employee's Full Name] has joined [Company Name] as our new [Job Title], effective [Start Date]. [He/She/They] bring extensive experience in [specific area or industry], and we are excited about the expertise and fresh perspective [he/she/they] will bring to our team.

Please join me in giving [New Employee's First Name] a warm welcome. We are confident that [he/she/they] will be a valuable asset to our organization and contribute greatly to our ongoing success.

Sincerely,

[Your Name]

[Your Position]

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