

Casual New Employee Introduction Email

Subject: Say Hello to Our New Team Member!

Hi Everyone,

Iâ€™m happy to share that [New Employeeâ€™s First Name] has joined us as a [Job Title].

[He/She/They] will be working closely with the [Department Name] team and will be helping out on [specific projects or tasks].

Take a moment to introduce yourself and make [New Employeeâ€™s First Name] feel at home.

Weâ€™re excited to have [him/her/them] on board!

Cheers,

[Your Name]

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