

Preliminary Introduction Email

Subject: Introducing [New Employee's Name], Starting Soon!

Dear Team,

I am excited to let you know that [New Employee's Full Name] will be joining us as our new [Job Title], starting on [Start Date]. [He/She/They] come to us with experience in [field/industry] and are eager to meet the team.

Please help us prepare to make [New Employee's First Name] feel welcome when [he/she/they] officially begin next week.

Best regards,

[Your Name]

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