

Preliminary internal announcement before official start

Subject: Upcoming New Team Member

Dear Team,

We are excited to inform you that [New Employee Name] will be joining us as [Job Title] in [Department Name], starting [Start Date]. This is a preliminary announcement to let everyone know before the official welcome.

More details about [New Employee Name]'s role and background will be shared soon. Please join us in anticipating [his/her/their] arrival.

Regards,

[HR/Manager Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/new-hire-announcement-sample>