

New hire introduction within a department

Subject: New Member in [Department Name]

Dear Team,

Please welcome [New Employee Name], who will be joining [Department Name] as [Job Title], starting [Start Date]. [He/She/They] will be collaborating closely with [team/projects].

[New Employee Name] has experience in [skills/experience] and will be contributing significantly to our ongoing projects. Let's make [him/her/them] feel welcome and supported.

Best regards,

[Manager Name]

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