

Subject: Please welcome [Employee Name] to the team!

Hi team,

Please join me in welcoming [Employee Name] to the team! They're joining us as a [Job Title] in the [Department Name] reporting to [Supervisor Name]. Their first day is [Start Date], and they'll be working from [home location or office location].

As a [Job Title], [Employee Name] will be responsible for [two sentence description of their duties].

[Include additional information about the employee's professional background, years of experience, and where they previously worked, if applicable]

[Add the new hire's fun facts here and include a picture of them]

We're excited to have you, [Employee Name]. Get ready for a barrage of welcome messages!

[Your name]