

# Template: Team Notification of New Employee

Hello Colleagues,

I'd like to extend a warm welcome to our newest team member, **!ebel**, "**name#**". He /she /they# will be joining us on "**ire date#**" as our new "**'ob title#**".

"**name#**" comes to us with an impressive background in "**mention their 'ob history and area of expertise#**". He /she /they# has shown great dedication and a strong passion for "**mention any relevant personal information or outstanding achievement they are willing to share#**".

In "**is her their#**" role at "**N\* +**", "**name#**" will be responsible for "**outline key responsibilities and duties#**". Additionally, "**he she they#**" will be actively involved in "**mention any special projects or goals#**".

- We are excited to have "**name#**" on board, and we look forward to getting to know "**him her them#**" better in person as "**he she they#**" settle into their new role.

Please join me in extending a heartfelt greeting to "**name#**".