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To: All employees of \_\_\_\_\_

## Subject: New Hire

Dear All:

It is with great joy that I would like to announce the addition of a new member to our team. Please join me in welcoming our newest employee: \_\_\_\_\_ as

I am thrilled to have \_\_\_\_\_\_ join us in the following department: \_\_\_\_\_\_. The first day in the new position will be \_\_\_\_\_.

Here are a few things to know about our new teammate:

Sincerely,

\_\_\_\_\_