

Email Subject line: Welcoming [*Employee's name*] to [*Company name*] / [*department*]

Hi all,

I am very pleased to announce that [*Employee's name*] will be joining us as a [*Job title*] on [*Start date.*]

[*Employee's name*] will work with [*department/ team*] to [*Add information about what they'll be doing / what they'll be responsible for, e.g. 'help us grow our sales department.'*] [*He/She/They*] previously worked at/in [*Add information about employment background.*] [*He/She/They*] recently graduated from [*Insert information about academic background.*]

Please come to meet [*Employee's name*] on [*Start date*] at [*specific time*] and welcome [*him/her/them*] to the team!

Best regards,

[*Your name*]

[*Signature*]

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Yan Bai



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