

Welcome to the Team Email Template

Hi all,

I am very happy to announce that our team is growing! Next week (or be specific, on April 1), three new employees (or just say a new employee if it is one hire) will be joining our company.

- Tony Stark is joining the sales department on April 1 as our new Sales Team Leader. He will now head our incredible sales department and is keen to help us shatter our KPI quarterly numbers. Tony has six years of experience with three top companies, like Google, and has a Bachelor's Degree from NYU. P.S., he loves football and going for runs so be sure to reach out if you need a running buddy.
- Second employee's full name, along with the same style of information as listed above.
- Third employee's full name, along with the same style of information as listed above.

Please join me in giving a very warm welcome to our new team member(s) and be sure to introduce yourselves!

Warm regards,

Pepper Potts
CEO

Welcoming Email To New Staff Member

JA Banks



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