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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,

_____