**Email 3: Internal New Hire Introduction**

**When to send:** Day 1  
**Purpose:** Introduce the new hire to the team

To: Employee E-mail ID

CC: Team members E-mail Ids (If required)

**Subject:** Meet [First Name], Our New [Job Title]!

Please join me in welcoming **[First Name]** to the **[Department]** team!

👤 **Role:** [Job Title]  
🎯 **Will be working on:** [Key projects or goals]  
🎓 **Background:** [Brief intro or previous experience]  
🎉 **Fun Fact:** [Fun personal detail]

[First Name] is based in **[Location]** and starts today — say hi and make him/her feel at home!

Best wishes,  
[Your Name]