

# Template: Team Notification of New Employee

Hello Colleagues,

I'd like to extend a warm welcome to our newest team member/Rebel, <name>. <He/She/They> will be joining us on <hire date> as our new <job title>.

<name> comes to us with an impressive background in <mention their job history and area of expertise>. <He/She/They> have shown great dedication and a strong passion for <mention any relevant personal information or outstanding achievement they are willing to share>.

In <his/her/their> role at UNLV, <name> will be responsible for <outline key responsibilities and duties>. Additionally, <he/she/they> will be actively involved in <mention any special projects or goals>.

We are excited to have <name> on board, and we look forward to getting to know <him/her/them> better in person as <he/she/they> settle into their new role.

Please join me in extending a heartfelt greeting to <name>!