**Basic Introduction to the Company Via Email**

*Email heading: Welcoming (new team member) to (Company name)*

*Hi guys,*

*I am pleased to inform you that (new employee) will be joining us at (company name) to work in the (department name) department.*

*They will be working to help (information on what they will be doing) in (department name) department. (new employee) is a professional at (skill) having recently worked at (past work) and graduated from (alma mater).*

*I call on you to give them all the support they will need to succeed in this company.*