**Basic Introduction to the Internal Team Via Email**

*Email headline: Welcoming (new team member) to (Team name)*

*Hey team,*

*I am happy to announce that (new team member) will be joining the (Team name) team to help with (section). (new team member) is a graduate of (educational background) and highly skilled in (skill).*

*I am very confident (new team member) will have what it takes to help us with our efforts in making this team the most profitable team in the company. I hope you give (new team member) all the support they need.*

*Join me in giving them our team welcome!*