Date: Insert Date
To: All Staff Members

 **Memo: Welcoming Our New Team Member**

Dear Staff,

I hope this message finds you well! I am thrilled to announce that we have a new employee joining the <Organization Name> team! I'm delighted to introduce our new team member, [New Employee's Name], who has joined us as [New Employee's Position]. With their extensive knowledge and experience, we are so excited to have them on board!

As we expand our team here at <Organization Name>, let's remember the importance of creating a welcoming and supportive environment for [New Employee's Name], and all other employees.

Starting a new role can be both exciting and challenging. We must all contribute in ensuring that all newcomers to the organization, or newcomers to a role, feel valued and comfortable as they transition into their new role within our company.

Please join me in giving our new team member a warm welcome. Here are some meaningful ways to support them:

* **Extend a warm greeting and welcome** - Congratulate the new team member on their position and let them know we are excited to have them!
* **Introduce yourself** - Share your name, role, department, and any other information you feel comfortable sharing with the new team member.
* **Share your knowledge** - If [New Employee's Name] has questions or needs help, let's all offer our knowledge and expertise to help them settle in. Our collective experience can be a valuable resource for their success at <Organization Name>.

The first couple of months in a new role or in a new organization can be quite stressful and challenging. Let’s all do our part to ensure that each and every employee on our team feels welcomed and supported.

Thank you all for your dedication to our team and our shared success. Let's welcome [New Employee's Name] warmly and make their journey here a memorable one.

Best regards,

Name,

Title,
<Organization Name>