

## Subject Line: Welcome from all of us



Dear [employee name],

A giant welcome from your new team at [company name]!

As you'll see from the big list of CCs, we all wanted to be a part of welcoming you into the family. We cannot wait to start working with you officially on your first day, [date].

I have to say you are at a slight disadvantage. We all know a lot about you, including your [personal facts about the new hire]. However, you have yet to learn anything about us!

We've decided to fix that immediately. We made a cheat sheet [link to document with team info] to help you learn a little bit about everyone. Now, we're not saying you HAVE to read it, but we will tell you we're going to kick off your first day with a few rounds of icebreaker quizzes from Quizbreaker.

We promise it will be fun; you'll learn a little bit about us and we'll learn a little bit about you.

We're all looking forward to it! We've invited you to join our [team channel/thread on communication hub]. We're happy to have you jump into the conversation whenever you're ready.

**Once again, welcome! We can't wait to get to know you.**

[signatures of every team member]

