Subject: Welcome to the Team - [New Team Member Name]

Hi Team,

I am very excited to introduce the newest member of our virtual team, **[New Team Member Name]**, who is joining us today as our new **[Job Title]**.

[New Team Member Name] comes to us with a wealth of experience in [Field/Industry] and will be focusing on [Primary Responsibility/Project] within our department. Based in [Location/Time Zone], they will be working closely with us to [Main Goal].

To help [New Team Member Name] get settled, please feel free to reach out and introduce yourself via [Slack/Teams/Email]. We will also be holding a brief virtual "meet and greet" on [Date] at [Time] via [Meeting Link] to say hello officially.

**[New Team Member Name]**, we are thrilled to have you onboard and look forward to the great work we will do together!

Best regards,

[Your Name]
[Your Job Title]
[Company Name]