

Dear Team,

I am pleased to introduce **[Temporary Employee Name]**, who will be joining us as a **[Job Title]** starting on **[Start Date]**.

[Temporary Employee Name] is joining us for a period of **[Duration, e.g., three months]** to assist the **[Department Name]** with **[Specific Project or Tasks]**.

With a background in **[Brief mention of expertise or previous experience]**, they will be a valuable asset in helping us achieve our goals during this busy period.

Please join me in welcoming **[Temporary Employee Name]** to the team. Their workspace will be located in **[Location/Office Number]**, and their email address is **[Email Address]**.

Thank you for your support in making them feel welcome.

Best regards,

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