

[Date]

To: [Department Name / All Staff]
From: [Manager Name/HR Department]
Subject: Introducing [Contract Worker Name]

Dear Team,

I am pleased to introduce **[Contract Worker Name]**, who will be joining us as a **[Job Title/Role]** on a contract basis starting **[Start Date]**.

[Contract Worker Name] brings significant experience in **[Area of Expertise/Key Skill]**. During their time with us, they will be focusing on **[Specific Project or Primary Responsibility]**.

They will be working with us until **[End Date/Duration]** and will be located at **[Office Location/Remote]**. You can reach them via email at **[Email Address]** or through **[Internal Messaging App]**.

Please join me in welcoming [Contract Worker Name] to the team. We look forward to the contributions they will make to our current goals.

Best regards,

[Your Signature]
[Your Name]
[Your Title]