

3. Subject: Welcome On board to Apex Luminaires Pvt. Ltd., [New Team Member's Name]!

Dear Apex Luminaires Team,

I am pleased to introduce [New Team Member's Name], our newest addition to the Apex Luminaires family! [New Team Member's Name] has joined us as [New Team Member's Position], and we are excited to have them on board.

With [New Team Member's Name]'s [mention a few relevant experiences or qualifications], they bring a wealth of knowledge and skills that will undoubtedly contribute to our team's success. Their passion for [mention a relevant aspect related to the role] and their commitment to excellence align perfectly with our company values.

As [New Team Member's Position], [New Team Member's Name] will be responsible for [briefly describe their main responsibilities or projects]. We have no doubt that their dedication and hard work will make a significant impact as we continue to grow and innovate.

Please take a moment to reach out to [New Team Member's Name] and extend a warm welcome. Let's make sure they feel right at home here at Apex Luminaires. [New Team Member's Name] can be reached at [New Team Member's Email Address].

[New Team Member's Name], as you embark on this exciting journey with us, know that you have the support of an amazing team. Don't hesitate to reach out if you have any questions or need assistance. We are here to help you succeed and thrive in your new role.

Once again, a warm welcome to [New Team Member's Name]! We look forward to achieving great things together.

Best regards,