

Hi {colleague name},

I am {your name} and I am the new {position title} here at {company name}. I just wanted to drop you a quick note to introduce myself. I am excited to work with you all!

{Ask a work-related question here}

{Please stop by my desk to grab a treat! I brought some {candy, treats, etc} with me.}

I hope to see you soon!

{your name}

# First Email To Colleagues

**Lauren Gardner**



**First Email To Colleagues:**

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