To: all employees

FROM: Carlos

Subject: New employee, Rocio Ceballos

DEAR all,

I hope this email finds you well.

Today I want to introduce you to a new employee for the department.

Her name is Rocio and she has worked at Tech Care Solutions for 3 years, she is dedicated to computer technical support, she loves her job as technical support, she is 30 years old, and lives in Alcala. I thought she would be a good candidate to work with us.

please give him a warm welcome, and have a nice day

best regards

carlos.