

Certainly! Here's a simple example:

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"Hello everyone, welcome to our team! Today, I want to clarify a few points about our communication processes here at [Company Name]. First, we primarily use email for formal communication. If you need to send important updates or requests, please do so via email. Make sure to include all relevant information and cc anyone who should be informed. Second, we use [Communication Platform] for quick, day-to-day chats. It's perfect for asking brief questions or giving short updates. Just remember, if a conversation becomes more detailed, it's best to switch to email or set up a meeting. Speaking of meetings, we use [Calendar System] to schedule them. Make sure to check your calendar regularly and RSVP to meeting invites promptly. If you can't attend a scheduled meeting, let the organizer know as soon as possible. Lastly, if you ever feel unsure about how to communicate something, don't hesitate to ask your manager or a team member. It's always better to seek clarification than to make assumptions. Thank you for your attention, and again, welcome to the team! We're here to help you succeed and look forward to working with you all."

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