New Employee Welcome Email Template

**(From Manager)**

Dear (department name) team:

I am delighted to announce that (new employee’s name) will be joining our department as (job title) on (start date).

(Name of “on-boarding partner”) will be assigned to help (new employee’s first name) during the orientation process. However, all of us will be responsible for helping (new employee’s first name) become a productive member of our team.

Please join me in extending a heartfelt welcome to (new employee’s first name) on (his/her) first day.

Sincerely,

(Manager’s Name)