New Employee Welcome Email Template

Dear (Employee’s first name):

Welcome to Columbia University (department name)! I am delighted you are joining us as a (new employee’s job title). Your role is critical in fulfilling the mission of our department and Columbia University.

Please arrive at (time) on (date) at (located) and ask for (designated staff member). You can expect to dress (describe appropriate attire), and for lunch, we usually (describe typical lunch routine dining options).

The enclosed information is designed to serve as an introduction to (department name) and provide resources that will help you make a smooth transition into your new role.

We are looking forward to you joining our team and your success at Columbia University.

Sincerely,

Manager or Departmental HR