

Welcome Email to Department (Template)

**** Sent by Manager to Department on New Hire's First Day ****

Dear **(DEPARTMENT NAME)**,

I am delighted to announce that **(NAME)** will be joining our department as a **(POSITION TITLE)** on **(START DATE)**. **(NAME)** will be a great addition to our team with a background in **(BACKGROUND)** and most recently worked/studied at **(PEVIOUS EMPLOYER/SCHOOL)**.

Please join me in extending a warm welcome to **(NAME)** on their first day. **(NAME)** can be contacted at **(NEW HIRE EMAIL)** should you wish to connect.

Welcome to the team **(NAME)**! We are thrilled you are here!

Sincerely,

[Manager's/Supervisor's Name]