

WELCOME TO THE TEAM - LETTER

template

NEW EMPLOYEE WELCOME LETTER (TEAM)

[Date]

Dear [Employee Name],

Welcome to [Company Name] and the [department name] team! I am pleased you are joining us as a [job title]. As you might imagine, your role is crucial in helping us both meet and maintain the goals of our department and our company as a whole. I'm certain your [skill set, unique experience, recent education, etc.] will support you within your new professional endeavor.

Enclosed you will find the final documents and access files necessary to complete the rest of your onboarding process. Please complete these by [Month, Date] at [time].

We are all here to support you as you transition into your new role. Do not hesitate to call on any of us should you have questions or comments.

I'm looking forward to your success here at [Company Name].

Here's to a wonderful partnership together!

Sincerely,

[Name]

Welcome Email To New Unit

IM Harris



Welcome Email To New Unit:

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