

SAMPLE WELCOME EMAIL TO NEW EMPLOYEE FROM PEER PARTNER

TO:
FROM:

SUBJECT: Welcome to [Agency]

Dear Xxxxx:

Welcome to [agency]! We are excited that you will be joining us for your first day on [month and date].

I will be your “peer partner,” someone who can help you get settled on your first day, show you around, answer any questions you might have and serve as a resource over your first few weeks.

I look forward to meeting you after your first day orientation!

If you have any questions between now and then, please feel free to call me at (###)-###-####).

Sincerely,

[Name]
[Job title]