

Sample Welcome Email to Team from Supervisor	
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TO: Team
FROM: Manager

SUBJECT: Welcome John Smith

Dear Team:

Please welcome John Smith, a new Program Director, to our team. John's first project will be leading the Performance Management initiative.

John comes to us from Global Corp, where he was an Assistant Director for 5 years. Before that, he worked in the public sector for Department of Education. John is originally from Columbus, but enjoys living in the Indianapolis. In his free time, John enjoys running and watching movies.

John's first day is August 1 and he will be in the Employee Relations division. Please stop by and introduce yourself.

Sincerely,

Manager

To [staff in new employee's work area/department]:

I'm very pleased to announce that [new employee] will be joining us as [job title] on [start date]. [New employee] will be responsible for [insert information about what he/she will be doing].

[New employee] has recently [information about recent relevant employment background].

Please come to [location of welcome gathering] on [date] to meet [new employee] and welcome [him/her] to our team!

You can reach [new employee] at:

- [work address/office location]
- [phone number]
- [email address]

Thank you,

[Name of Supervisor]