

Sample Welcome Email to Department

These are sample emails and simply suggestions. Please change these to meet the needs of your department.

Put some fun into this email. It's an easy way to make the informal announcement and introduction to your team. It provides a glimpse of their new team member and allows them to start building a connecting.

Dear Colleagues:

I am pleased to announce that [First and Last Name] has accepted the position of [Title] in [Department], effective [Hire Date]. This position reports to [Name].

[First Name] will be responsible for [High Level Overview of Major Responsibilities].

[First Name] brings experience and a proven track record of success in the [Professional Field] area, which will be invaluable in meeting the departmental goals and objectives. A few fun facts about [First Name]. They enjoy long walks on the beach, their favorite color is pink and chocolate is their favorite snack. I know we are all excited to have them join our team!

I am confident that [First Name] will be an excellent match for this position and a strong asset to the [Department/Team]. [First Name] will be located in [Building/Room #] and can be reached at [Extension] or [E-Mail Address].

Please join me in welcoming her/him to [the Organization/Department].

Sincerely,

[Supervisor Name] [Title]