

## Sample Welcome Email to New Employee 1

Hi Mary,

This is just a quick note to tell you that our whole department is excited about your decision to accept our offer of employment. We couldn't be happier to welcome you to the team. As we agreed, your first day on the new job is Tuesday, May 8. The Office of Human Resources will be in touch with details about your New Hire Orientation that will take place on your first day.

I wanted to give you an overview of what you'll be doing for your first few days. On your first day of work you will attend New Hire Orientation for the bulk of the day. The Office of Human Resources will be in touch with details about this orientation. At the end of the day we will have the opportunity to meet, share the schedule we have put together for your first week and begin introductions.

Our goal is to orient you to both your new job and the University. With this in mind, in addition to your mentor, we have asked Margaret Briony to work with you to provide on-the-job training. She is experienced in all aspects of the job you need to learn. You'll also share an office with her so the training can be ongoing.

Additionally, we have set up a meeting schedule that will put you in contact with all of the departments you will need to learn. We've set up meetings with the employees you need to meet. We'll have this schedule finalized when you arrive on Tuesday.

If you have questions, please feel free to email or call me. My number is 609-626-3256.

We really look forward to working with you.

Regards,

Wendy Edison

Department Manager