

# Buddy Assignment Letter Template

Dear [Name of Buddy]:

On [start date] we will be welcoming [new employee's name] to our team as a [job title of new employee]. During [new employee's name] orientation period, I would like for you to be [his/her] "buddy." I am counting on you to do everything you can to make [him/her] feel welcome and acclimate to FIU and our department.

I will schedule a meeting with you before [new employee's first name] transition to further discuss your role and responsibilities. In the meantime, please refer to the [Buddy System Guidelines](#) to learn more about your upcoming role.

Thank you in advance for helping the newest member of our team transition smoothly.

Sincerely,

[Manager's/Supervisor's name]

\*Adapted from and used with permission from Jean Barbazette, *Successful New Employee Orientation* published by Pfeiffer & Associates, copyright Jean Barbazette, 1994 [www.thetrainingclinic.com](http://www.thetrainingclinic.com).

