

## Sample Welcome Email to New Employee 2

Date

Dear (New Employee Name):

I'd like to welcome you to Stockton University. We are excited that you have accepted our job offer and agreed upon your start date. I trust that this letter finds you mutually excited about your new employment with Stockton.

As mentioned during the interviews, while your new position reports to me, I'd like to welcome you to the (Name of Department) on behalf of all of the staff. Each of us will play a role to ensure your successful integration into the department.

The Office of Human Resources will be in touch with details regarding your New Hire Orientation that is scheduled on your first day of work: (Day, Month, Date). At the completion of Orientation I look forward to welcoming you to our department and beginning introductions to staff.

On your second day your new team anticipates taking you out to lunch to get to know you and to make sure that you meet everyone with whom you will be working. Your meeting agenda, for the rest of your first day, will involve planning your orientation with me and setting some initial work goals so that you feel immediately productive in your new role.

I anticipate that your third day will involve more coworker meetings to understand the department. You'll also have the opportunity to continue with your new employee orientation plan and your initial work for the department.

Again, welcome to the team. If you have questions prior to your start date, please call me at any time, or send me an email, if that is more convenient. We look forward to having you come on board.

Regards,

Name of the Department Manager/Boss