

### 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]