

Subject: Welcome to the Production Team!

Hi [New Producer Name],

Welcome to the team! My name is [Your Name] and I am a [Your Job Title] here at [Company Name]. I wanted to reach out and personally welcome you to the production department.

We are excited to have you on board. As a fellow Producer, I know how busy the first few weeks can be while you get settled into our workflow and current projects. I am here to help you navigate our systems, introduce you to the crew, or simply grab a coffee to chat about our upcoming slate.

I have CC'd you on our current project folders and added you to our internal messaging channels. Please feel free to reach out to me via email or [Slack/Teams] if you have any questions or need a quick run-through of our production templates.

I look forward to working together and seeing what you bring to our future productions.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]