

Dear [Employee Name],

Welcome to the [Department Name] leadership team. We are excited to have you in this role and look forward to the impact you will make on the organization.

As a leader at [Company Name], your primary responsibility is to inspire, guide, and support your team to achieve our collective mission. Below are the core expectations and goals for your first [Time Period, e.g., 90 days]:

### **Core Leadership Expectations:**

- **Accountability:** Take ownership of team outcomes and lead by example.
- **Communication:** Maintain transparent and frequent communication with your direct reports and upper management.
- **Development:** Prioritize the professional growth and coaching of your team members.
- **Integrity:** Uphold the company's values in every decision and interaction.

### **Immediate Strategic Goals:**

- **Goal 1:** [Insert specific performance or project goal].
- **Goal 2:** [Insert specific team culture or retention goal].
- **Goal 3:** [Insert specific professional development goal].

We will meet on [Date/Time] to discuss these objectives in detail and ensure you have the resources necessary to succeed. We have full confidence in your ability to lead us toward our future milestones.

Welcome aboard,

[Your Name]

[Your Title]

[Company Name]