

Date: [Date]

To: [Employee Name]

Current Position: [Current Job Title]

## **Subject: Welcome to the [Department Name] Team**

Dear [Employee Name],

I am pleased to officially welcome you to the [Department Name] department as our new [New Job Title]. We are excited to have you join us and look forward to the contributions you will make in this new role.

Your transition is scheduled to begin on [Start Date]. Your new supervisor will be [Supervisor Name], who will guide you through your initial onboarding and help you settle into your new responsibilities.

As part of your transition, please take note of the following details:

- **Reporting Location:** [Office Location/Remote]
- **Work Schedule:** [Hours/Shift]
- **Key Focus Areas:** [Brief Task 1], [Brief Task 2]

We are confident that your experience within [Company Name] and your existing knowledge of our culture will be a great asset to our team. We have scheduled a brief introductory meeting on [Date/Time] to introduce you to your new colleagues and discuss our current projects.

If you have any questions regarding your new role or the transfer process, please do not hesitate to reach out to me or [HR Contact Name].

Welcome aboard!

Best regards,

[Manager Name]  
[Manager Title]  
[Department Name]