

Subject: Welcome to the [Department Name] Team

Dear [Employee Name],

It is my pleasure to formally welcome you to the [New Department Name] team. We are thrilled to have you join us in your new role as [New Job Title], effective [Start Date].

During your time with the [Previous Department Name] department, you demonstrated exceptional skills in [Mention a specific skill or achievement]. Your internal knowledge of [Company Name] is a significant asset, and I am confident that your transition will bring a valuable perspective to our current projects, particularly [Mention a specific project or goal].

Our leadership team is committed to supporting your growth during this transition. Your immediate supervisor, [Manager Name], will work closely with you over the coming weeks to ensure you have the resources and training necessary to succeed in this new capacity.

We look forward to the contributions you will make as we continue to drive [Company Goal/Department Mission] forward. Please feel free to reach out to me directly if you have any questions as you settle in.

Welcome aboard,

[Executive Name]
[Executive Title]
[Company Name]