

Subject: Welcome to [Department/Team Name] - [Employee Name]

Dear [Employee Name],

I am very pleased to officially welcome you to the [Team Name] as our new [Job Title]. We are excited to have you transition into this role starting on [Start Date].

Your previous contributions to [Former Department] have been well-recognized, and I am confident that your skills and experience will be a great asset to our current projects. This transfer represents a great step in your career growth within [Company Name], and I look forward to seeing your impact here.

On your first day, we will meet at [Time] to go over your initial objectives, introduce you to the rest of the team, and discuss your onboarding plan. In the meantime, if you have any questions regarding the transition, please feel free to reach out.

Welcome aboard!

Best regards,

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