

Dear [Employee Name],

Welcome to the [New Division Name] team! We are thrilled to have you join us as our new [Job Title], effective [Start Date].

As you transition from [Former Division Name], we look forward to the experience and unique perspective you bring to our group. We are confident that your skills will be a great asset to our upcoming projects, specifically [Mention specific project or goal].

To help you get started, your new workspace is located at [Location/Desk Number]. You will be reporting directly to [Manager Name], who will meet with you on your first day to discuss your initial tasks and introduce you to the rest of the team.

If you have any questions regarding your transition or new responsibilities, please do not hesitate to reach out.

We are excited to work with you and look forward to your contributions.

Best regards,

[Sender Name]

[Sender Title]

[New Division Name]