

Subject: Welcome to the [Department Name] team!

Hi [Employee Name],

I heard the great news that you are transferring to our department as a [Job Title] starting on [Start Date].

As your future teammate, I wanted to reach out and welcome you to the group. We are all very excited to have you join us and look forward to working with you.

If you have any questions about our daily routine or where to find anything in the office, please feel free to ask me. I am happy to help you get settled in during your first week.

See you soon!

Best regards,

[Your Name]
[Your Job Title]