

Dear [Employee Name],

Congratulations on your new role as [New Job Title] within the [Department Name] department. We are thrilled to officially welcome you to the team starting on [Start Date].

Your transition marks an exciting milestone in your career with [Company Name]. Your previous experience in [Former Department] will be a valuable asset to our current projects and goals.

### **Reporting Structure**

In this role, you will report directly to [Manager Name], [Manager Title].

### **Onboarding and Training**

To ensure a smooth transition, we have scheduled the following:

- **Handover Period:** [Date Range] to finalize previous duties.
- **Team Introduction:** [Date/Time] via [Meeting Platform/Location].
- **Departmental Training:** [Date] covering [Specific System/Process].

### **Key Objectives for the First 30 Days**

Your initial focus will include:

- Meeting with key stakeholders: [List Names/Roles].
- Reviewing current department documentation and workflows.
- Assisting with [Specific Project Name].

### **Logistics**

Your workspace will be located at [Location/Desk Number] (or) You will continue to work remotely. Please coordinate with [IT/HR Name] regarding any necessary updates to your system permissions or access badges.

We are confident that you will make significant contributions to the [Department Name] team. If you have any questions before your official start date, please reach out to [Manager Name].

Welcome aboard!

Best regards,

[Sender Name]

[Sender Title]

[Department Name]