

Subject: Welcome to [Company Name]! I'm your Onboarding Buddy

Hi [New Hire Name],

Welcome to the team! My name is [Your Name] and I have been assigned as your Onboarding Buddy for your first few weeks here at [Company Name].

Starting a new job can be a lot to take in, so I am here to help you get settled, answer any "day-to-day" questions you might have, and introduce you to the team. Think of me as your go-to person for things like where to find the best coffee, how to navigate our internal folders, or understanding our team culture.

I would love to connect briefly during your first week. Are you free for a quick chat or a virtual coffee on [Date] at [Time]?

In the meantime, if you have any immediate questions before your start date, feel free to reach out.

We are very excited to have you on board!

Best regards,

[Your Name]

[Your Job Title]

[Your Department]