



Welcome Email for Your New Employee - From Manager to New Employee

It is suggested to send this around one week prior to your new hire's start date.

Subject: Welcome to (Department Name)!

Hi (Employee Name),

Welcome to (College/VP Area) and specifically, the (department or team)! We are excited that you will be starting with us on (Start Date).

Please join us at (address) at (time). (List any building access instructions here).

Please park in (parking location) on your first day. Here is a parking map to help you locate the area.

Note that the dress code in our office is as follows (dress code).

Below is a brief schedule of your first day. I will have an additional schedule upon your arrival that includes trainings and team meetings.

(Enter Schedule Below – consider adding a brief description of each activity as appropriate)

- (Time): Activity
- (Time): Activity
- (Time): Activity
- (Time): Activity

Please bring the following items with you on your first day: (List items here).

Please do not hesitate to reach out to me with any questions concerning your first day. Again, we are so excited to have you joining us on (day of week) and for you to become part of the (College/VP area) community!

Sincerely,

(Manager Name)