

## New Employee Welcome Email Template

Dear Staff,

We are really excited to welcome our newest recruit, Jane Doe! Jane is joining ABC Tech to fill our open position in the sales department. Her first day is April 1, 2019.

Jane has worked for five years in the sales field for two different employers so far. She is excited about our new approach that involves her early involvement in product development, something she believes will take us to the next level.

We are so excited to welcome her to the ABC Tech family. If you see Jane in the building, be sure to welcome her; I've attached her picture so you can recognize and greet her!

For the first few weeks, Jane will be participating in the company's onboarding process. Her new employee mentor is Sam Smith, so if you have questions or need to meet with Jane, make sure to speak with Sam first.

She has a lot to share with her new coworkers as she loves going to the beach, trying new recipes and watching *Game of Thrones*. Chat with her about any of these fun topics during lunch!

Thanks for joining me in welcoming Jane to the ABC Tech family!

Regards,

Rory Gilmore  
Department Manager