

Welcome a Supervisor/Manager through Email (New Hire)

Subject: Welcome Aboard [*Employee's Name*]!

Hi Mr/Mrs [*Employee's Name*]

On behalf of our team, I would like to say that we're thrilled to have you as our new [*job position*]. I'll be your Reporting Manager. I'm sure someone with your background, expertise and skills will be a great resource to our team and will accomplish great things.

Starting [*insert date*], you'll be part of our energetic team that takes commitment and teamwork seriously. We believe everyone puts out their best work when they have space to use their potential and take responsibility.

We set individual and team goals each quarter, which will help you coordinate and prioritise your work accordingly.

We'll set up a meeting on our first day through which we'll take out some time to discuss your roles and an orientation plan for your first few weeks and then answer any questions that you have.

In order to guide you through this process, we've assigned you [*mentor's name*]. They're looking forward to hearing from you.

We make sure that every employee with us feels valued and welcomed. I hope you'll be delighted with your new role and our company.

Looking forward to hear from you

With Regards
[*Your Name*]

[*Your Designation*]