

INTRODUCTION EMAIL

WHEN TO SEND: On the start date

WHO TO SEND IT TO: The whole department/company

WHO TO CC: The new hire & the CEO/senior team

WHO SENDS IT: Hiring manager

SUBJECT LINE: Please welcome [employee's name] to the team

Hi everyone,

Please join me in welcoming [employee's name] to our [department name] team.

[Employee's name] is our new [role] and will be reporting to [line manager] and working with [key team members].

Coming to us from [previous company], [employee's name] is experienced in [subjects]/keen to learn about [subjects]. [Delete as appropriate]

[Employee's name] is originally from [town/country], and enjoys [hobbies].

We'll be having a welcome drink for [employee's name] on [day and time] at [location]. Please come and say 'hi'.

You can find [employee's name] at [desk location].

Kind regards,

[your name]

[your email signature]