

Welcome Email to a New Team Member

From,
Hedy Greene
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Latrobe DE 38100
(608) 265-2215

12-05-2016

To,
Aaron Hawkins
5587 Nunc. Avenue
Erie Rhode Island 24975

Subject: (*****)

Dear Aaron Hawkins,

It is my pleasure to welcome you to the [Department] team at [Company]. I am so happy to have you join our family.

We are organizing a special staff lunch on Monday to introduce you to members of the team. We hope you are as excited as we are to get to know you.

Please feel free to reach us if you have any questions or concerns regarding your job role. We are here to support you and will be happy to help.

Sincerely,
Your Signature
Hedy Greene

