

Sample Welcome Email to New Employee

These are sample emails and simply suggestions. Please change these to meet the needs of your department.

Hi [Insert Name],

This is just a quick note to tell you that our whole department is excited for you to start on [Hire Date]! Please see your offer letter for details on the when and where details of your first day. We will be going out to lunch as a department and lunch is on me your first day!

[Name of Office]
[Address]
[City, State Zip]

[Maps](#) of our Volker and [Hospital Hill](#) Campuses

A few things to know

- Dress is business casual. If you have any questions please feel free to call or email me.
- Be sure to check out the [New Employee](#) page if you haven't already. There you can find information on parking, links to benefits information and more.

In an effort for us to get to know you a little better we ask that you answer a few questions for us.

1. What is your favorite snack?
2. Favorite color?
3. Hobby?
4. Favorite sports team?
5. Favorite movie?

We will spend some time in the afternoon going over your training schedule and discussing any questions you may have.

Again we are so excited to have you join our team and become a part of the UMKC community! If you have any questions at all please don't hesitate to reach out to me.

Sincerely,

[Supervisor Name]
[Title]