## **Sample Welcome Emails to New Employees**

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

### Sample: Informal Welcome

TO: New Employee personal email address  
CC: Department admin (if applicable)

Subject: Welcome to the Team – Your First Day Details

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 when and where to arrive on your first day. Additionally, if you’ll need parking, please **fill out this** [**Qualtrics form**](https://mst.qualtrics.com/jfe/form/SV_etYwEj69tRXBgzA) **before your start date** to ensure you’ll have universal parking your first week of employment. You can view the campus map and find parking locations [here](https://www.mst.edu/map/). In this instance, the closest parking lot is **[insert lot #].**

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 [Getting Started as a New Employee – Human Resources | Missouri S&T](https://hr.mst.edu/resources/getting-started/) page if you haven’t already.

In anticipation of your arrival, **can you please provide your preferred full name**? This will be utilized for business cards, name plates, etc.

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 going over your training schedule and discussing any questions you may have.

Again, we are excited to have you join our team and become a part of the Missouri S&T community! If you have any questions at all, please don’t hesitate to reach out to me.

Sincerely,

**[Supervisor Name]   
[Title]**

### Sample: Formal Welcome

TO: New employee personal email address

CC: Department admin (if applicable)

Subject: Welcome to the Team – Your First Day Details

Dear **[Insert First Name],**

We’re thrilled to welcome you to the team! Your official start date is **[Hire Date]**, and we’re all looking forward to having you on board.

Please refer to your offer letter for the specific time and location of your first day. Additionally, if you will need parking, please **fill out this** [**Qualtrics form**](https://mst.qualtrics.com/jfe/form/SV_etYwEj69tRXBgzA) **before your start date** to ensure you’ll have universal parking your first week of employment. You can view the campus map and find parking locations [here](https://www.mst.edu/map/). In this instance, the closest parking lot is **[insert lot #].**

A Few Things to Know:

* Dress Code: Business casual
* **Questions? Feel free to call or email me anytime**
* Helpful Resource: [Getting Started as a New Employee – Human Resources | Missouri S&T](https://hr.mst.edu/resources/getting-started/)

Before You Arrive:

To prepare for your arrival, **please send me your preferred full name** for use on business cards and nameplates.

We’ll review your training schedule and address any questions you may have.

We’re excited to have you join the Missouri S&T community. Don’t hesitate to reach out if you need anything before your first day.

Sincerely,

**[Supervisor Name]**

**[Title]**

## **Sample Introduction Emails to Department**

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

*This is a way to announce new hires and introduce them to the team. It provides a glimpse of new team members to start building a connection.*

### Sample: Informal Introduction to Department

TO: ALL DEPARTMENT  
CC: New employee S&T email address

Subject: Introducing **[First and Last Name]** to the **[Department]** Team!

Dear Colleagues:

I am pleased to announce that **[First and Last Name]** has accepted the position of **[Title]** in **[Department]**, effective **[Hire Date].** This position reports to **[Name]**.

**[First Name]** will be responsible for **[High Level Overview of Major Responsibilities].**

**[First Name]** brings experience and a proven track record of success in the **[Professional Field]** area, which will be invaluable in meeting departmental goals and objectives. A few fun facts about **[First Name]: they enjoy long walks on the beach, their favorite color is pink, and chocolate is their favorite snack.** I know we are all excited to have them join our team!

I am confident that **[First Name]** will be an excellent match for this position and a strong asset to the **[Department/Team]. [First Name]** will be in **[Building/Room #]** and can be reached at **[Extension]** or **[E-Mail Address]**.

Please join me in welcoming them to **[the Organization/Department]**.

Sincerely,

**[Supervisor Name]   
[Title]**

### Sample: Formal Introduction to Department

TO: ALL DEPARTMENT  
CC: New employee S&T email address

Subject: Introducing **[First and Last Name]** to the **[Department]** Team

Dear Colleagues,

I am happy to share that **[First and Last Name]** has accepted the position of **[Title]** in the **[Department]**, effective **[Hire Date]**. In this role, **[First Name]** will report to **[Supervisor’s Name].**

**[First Name]** will be responsible for **[High-Level Overview of Major Responsibilities],** contributing to our ongoing efforts to achieve departmental goals and drive impactful results. With a strong background in **[Professional Field]** and a proven record of success, **[First Name]** brings valuable expertise and fresh perspective to our team.

**[First Name]** will be located in **[Building/Room #]** and can be reached at **[Extension]** or **[Email Address]**. Please join me in giving them a warm welcome to the **[Organization/Department]**. We’re excited to have them on board and look forward to the great work ahead.

Warm regards,  
**[Supervisor Name]**  
**[Title]**