

Letter welcoming teacher to a specific department

Dear [Teacher Name],

Welcome to the [Department Name] at [School Name]! Your expertise in [Subject/Field] is a tremendous asset to our team. We look forward to collaborating and sharing best practices to enhance student success.

Please join us at the upcoming department meeting to get acquainted with your colleagues and our current initiatives. We are here to support you every step of the way.

Sincerely,

[Department Head Name]

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